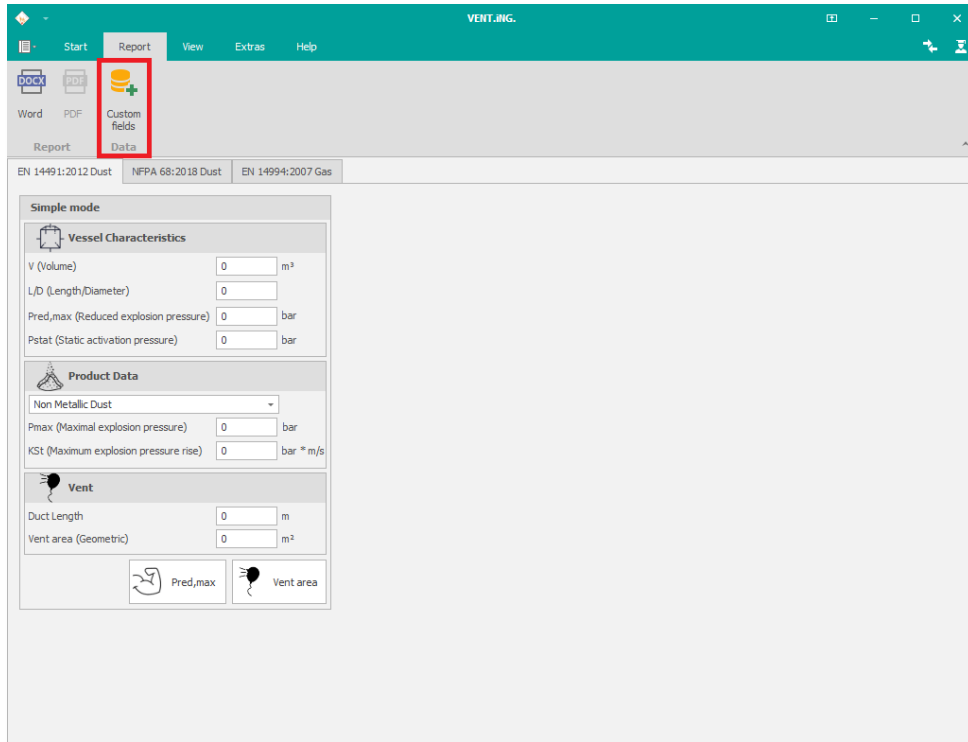
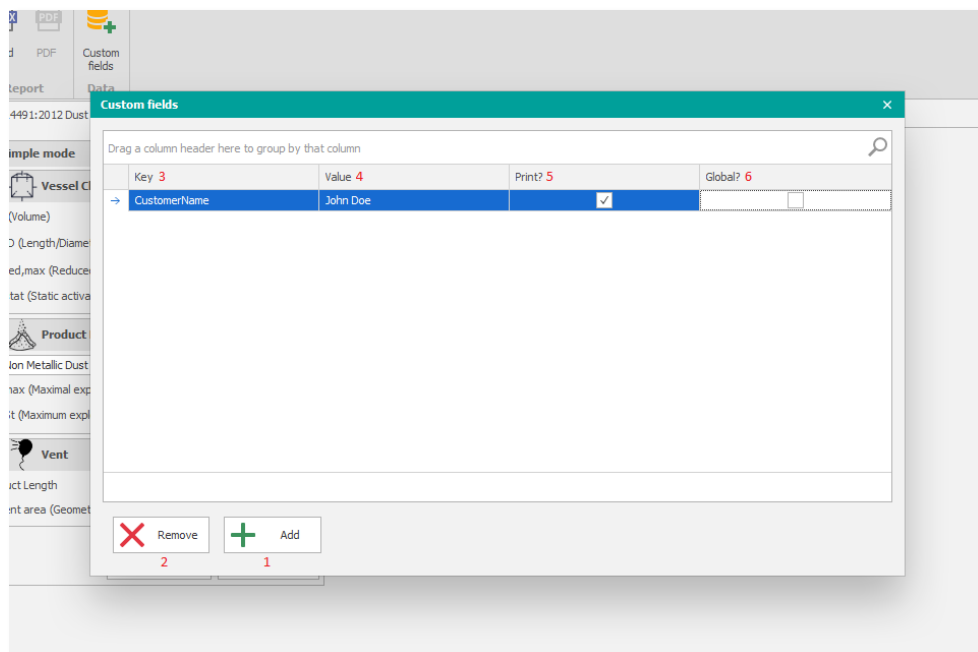


How to Add Custom Fields in the Word Report

1. Switch to the "Report" tab to transfer data to Word or add custom fields.



2. Add a new custom field.



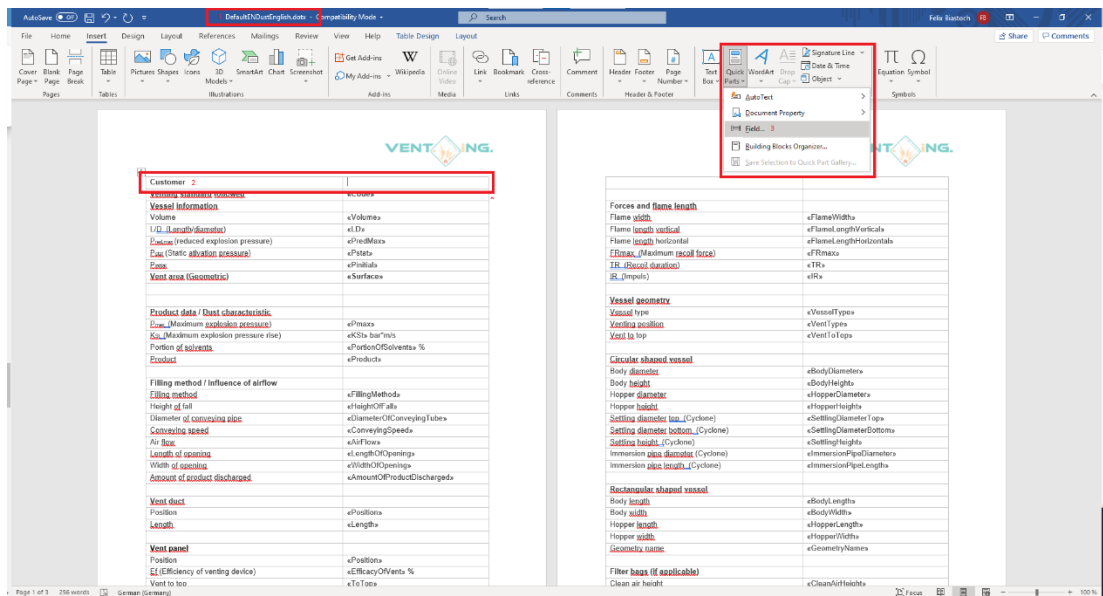
The "Add" button (1) adds a new entry. This is called "NewFieldPleaseRename" by default.

The "Remove" button (2) removes the line currently highlighted in blue. The "Key" field (3) is the name of the field. Each name may exist only once. Also, the name must not contain any special characters. Word accesses the value (4) via the key (3).

The "Print?" checkbox (5) must be checked for the field to be transferred to Word.

The checkbox "Global?" (6) must be checked if the value (4) should also be available for any new VENT.iNG. calculation. If "Global" (6) is not checked, the custom field will be saved, but value (4) will be empty when VENT.iNG. is restarted.

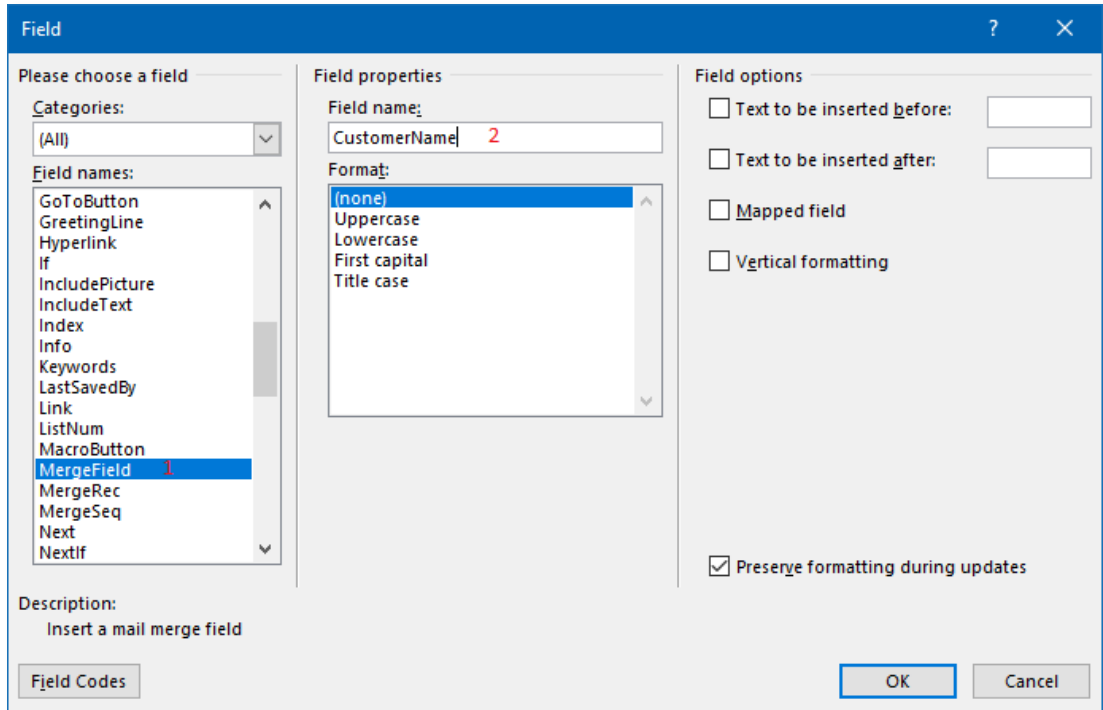
3. Copy a VENT.iNG. Word template and open it for editing.



The first thing you should be sure of is that you are editing the template. The name of the document, at the top of the title bar, should end with .dotx.

In our example, a row was added to the table and named "Customer".

To pass our value, we now need to add a *MergeField*. To do this, we need to click on the "Insert" tab and then click on "Quick Parts" in the "Text" group. Here we just have to click on the button "Field...".



The 'Field' dialog box is shown with the following settings:

- Categories:** (All)
- Field names:** MergeField (1)
- Field name:** CustomerName (2)
- Format:** (none)
- Field options:**
 - ☐ Text to be inserted before:
 - ☐ Text to be inserted after:
 - ☐ Mapped field
 - ☐ Vertical formatting
 - ☒ Preserve formatting during updates
- Description:** Insert a mail merge field
- Field Codes:** [button]
- Buttons:** OK, Cancel

Navigate to the term "MergeField" (1) on the left. Type the name of our custom field in the field "Field name" (2).
Click OK.

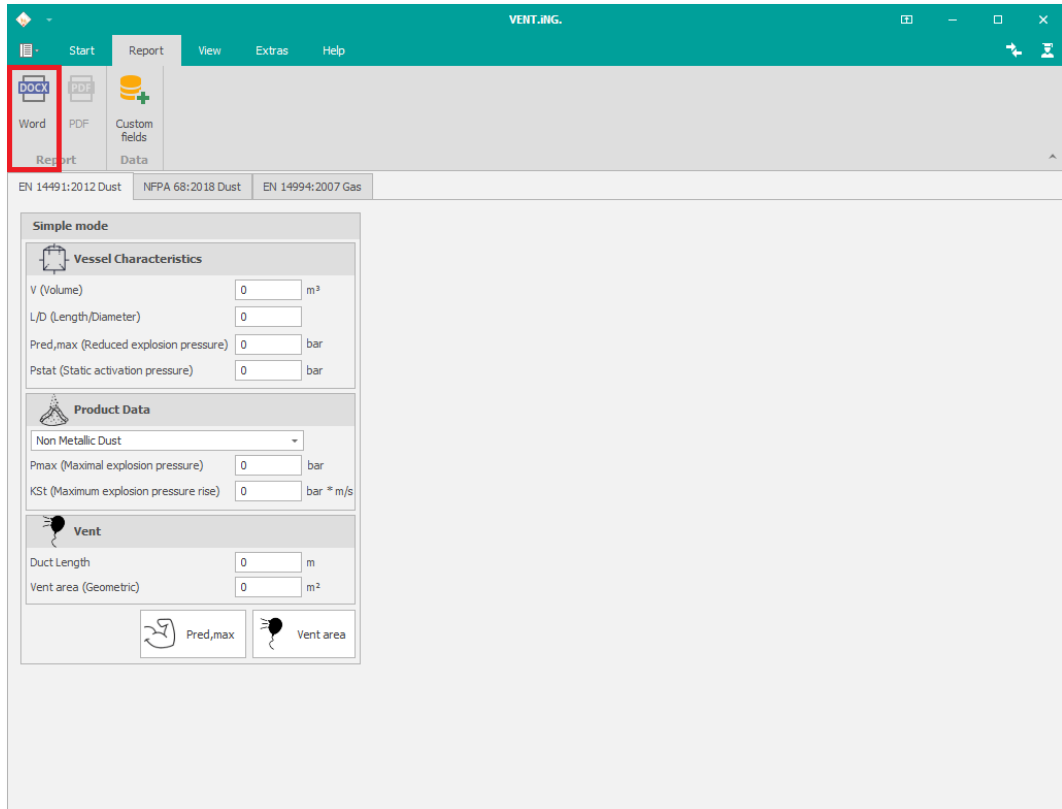


The Word document shows the result of the field insertion. A red box highlights the first row of the table, which contains the text 'Customer' and the field code «CustomerName».

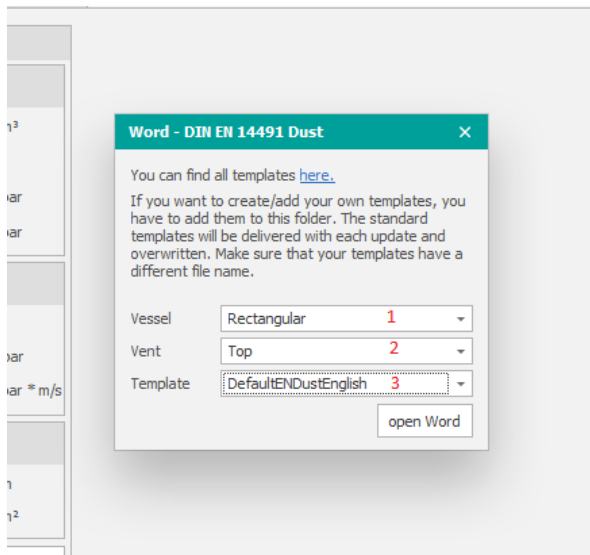
Customer	«CustomerName»
venting standard followed	«Code»
Vessel information	
Volume	«Volume»

Word will add it as <<CustomFieldKey>>.

- Print a Word Report from VENT.iNG.



Switch to the "Report" tab in VENT.iNG. and click on Word.



Here you can select which Vessel data (1 and 2) will be transferred to Word. VENT.iNG. should determine this automatically, if this does not succeed, you can change it manually.

Under (3), "Template" you can select the template you created.

It is important that your template is in the same folder as the other templates. It should also be named differently; otherwise it will be overwritten during an update.

+	Customer	John Doe
	Venting standard followed	DIN EN 14491 Dust
	Vessel information	
	Volume	0 m³
	L/D (Length/diameter)	0
	$P_{red,max}$ (reduced explosion pressure)	0 bar
	P_{stat} (Static activation pressure)	0 bar
	$P_{initial}$	0 bar
	Vent area (Geometric)	0 m²

Now we are done.