

Zap Report Builder

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Introduction and Overview

Description

Zap Report Builder (Zap) copies text and images from Microsoft Excel workbooks into Microsoft Word documents. You use Zap to create links between your source Excel workbooks and your target Word document. Updating your document with the current information from your linked workbooks then becomes as simple as clicking a button.

Zap also allows you to turn content in your documents on and off based on values in your workbooks. If a linked workbook cell returns TRUE, then the defined block of content will appear in the report. If the linked cell returns FALSE, then the content will not appear.

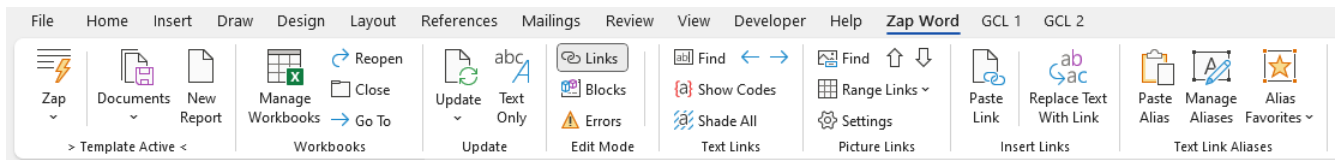
Microsoft Office Add-Ins

Zap consists of two Microsoft Office COM add-ins, one for Word (Zap Word), and one for Excel (Zap Excel). Since the heavy lifting is done on the Word side, Zap Word is the larger of the two add-ins. Zap Excel tells Zap Word where content appears in Excel workbooks, and Zap Word uses that information to create links and to update the linked content in Word documents.

Ribbon Tabs

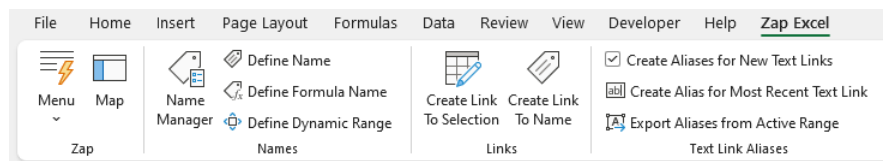
You access each add-in's features from its tab in the Office application's ribbon. When you're logged in and editing a document, the Zap Word ribbon tab typically looks something like this:

Zap Word Ribbon Tab



The Zap Excel ribbon tab looks like this:

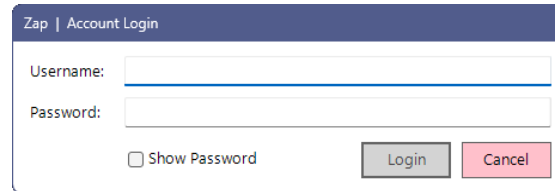
Zap Excel Ribbon Tab



Login and Application Mode

You login into Zap from Word. When you're not logged into a Zap account, instead of the Zap Word ribbon tab, you will see the Zap Login ribbon tab, which only contains the Login button. When you click the Login button, Zap Word opens a standard form for entering a username and password:

Account Login Form



When you're done logging in, Zap presents a form for selecting the Application Mode:

Application Mode Form



This form is intended to be used by a senior individual or an IT administrator to limit what a junior individual can do. In those cases, the senior individual or IT administrator will have to log in for the junior individual and select the Application Mode.

Reports and Templates

Zap Word separates documents into two categories, reports and templates:

- A **template** contains content that is reused to create multiple versions of a report. Templates simplify and accelerate the creation of reports that are generated repetitively.
- A **report** is your end product, a document that you will deliver to an intended audience. While you can use a template to create a report, you don't have to. You can create a new report document from scratch, or you can use Zap to edit an existing document.

In more practical and concise terms, the difference between the two types of documents comes down to this:

- You use a template to create multiple standardized copies of a report.
- A report is any document that is not a template.

Please Note: A Zap template is not a Word template and vice versa. Zap templates are entirely separate and independent from Microsoft Word templates.

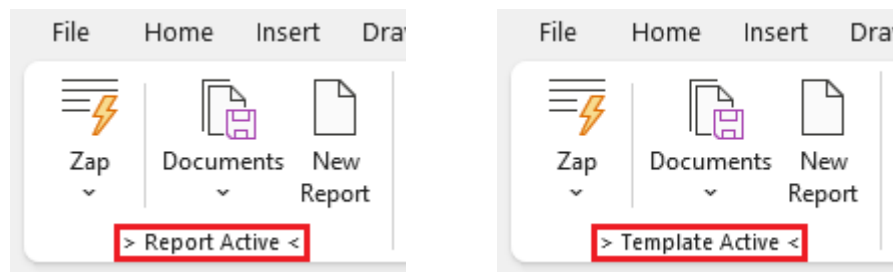
What makes a Document a Template (and not a Report)?

Zap Word determines which documents are (and are not) templates by the file location. If the document's file is in one of Zap's Templates Folders, then the document is a template. If the file is located elsewhere, or if the document hasn't been saved (and therefore doesn't have a file), then the document is a report.

Is the Active Document a Report or a Template?

Reports and templates are both standard Word documents and look the same. Since there aren't any visual differences between the two, we use the label for the first group on Zap Word's ribbon tab to indicate which type of document is currently active and being edited:

Active Document Type Indicator



Commands

A **command** is Word content that tells Zap Word where to find Excel content. There are three types of commands:

- A **text link** returns text from a cell or merged cells.
- A **picture link** returns an image of a range or a chart.
- A **toggle block** defines a section of a template that can be turned on and off in the reports created from the template.

Text Links

A text link returns text from either a single cell or merged cells. Zap Word stores the text in your document using a Word document variable and displays the text in the document body using one or more Word DOCVARIABLE fields.

Picture Links

A picture link returns an image of a worksheet range, a chart sheet, or a chart object. The image can be either an inline or floating shape. Inline shapes retain their size when the command updates, and floating shapes retain their size and position.

Toggle Blocks

A toggle block defines two things:

- A block of content within a template.
- A link to a Boolean value in an Excel workbook.

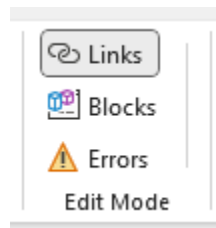
When Zap Word generates a report from a template that contains a toggle block, it evaluates the block's Excel link. If the link returns TRUE, Zap Word includes the block of content in the report. If the link returns FALSE, Zap Word deletes the block of content.

Edit Mode

You use the Edit Mode in Zap Word's ribbon tab to select the tasks you want to complete:

- ➔ To create and edit Links, click the Links button.
- ➔ To create and edit Toggle Blocks, click the Blocks button.
- ➔ To resolve Errors, click the Errors button.

Edit Mode Ribbon Group (Zap Word)

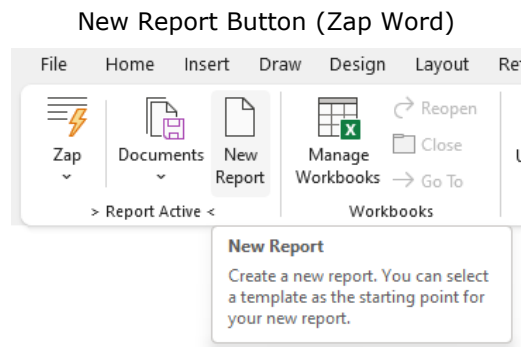


Documents

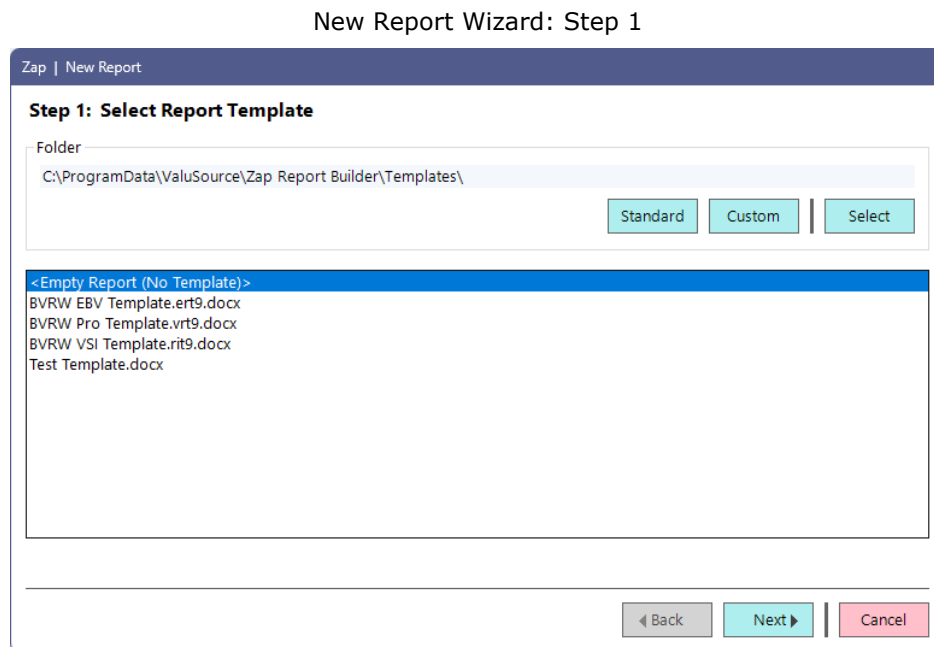
Create a Report

Please Note: You don't have to create a report to use Zap. You can use Zap with any Word document. The advantage to creating a report is that you can apply a [template](#).

To create a new report, start by clicking Zap Word's New Report button:



Zap Word will open the New Report Wizard:



Please Note: For the purposes of creating a new report, you can temporarily "deputize" any document on your system as a template. The document file remains in place and is not modified in any way. See Create a Report from a Document below.

Create an Empty Report

To create an empty report, select "<Empty Report (No Template)>" from the documents list, then click the Next button, at the bottom of the form. See Step 2: Select Linked Workbooks.

Create a Report from a Template

To create a report from a standard or custom template (see Templates Folders), start by clicking the Standard or Custom button in the Folder group box. Zap Word will refresh the documents list to show the contents of the selected templates folder. Select the template that you want to use from the document list, then click the Next button, at the bottom of the form. See Step 2: Select Linked Workbooks.

Create a Report from a Document

Click the Select button in the Folder group box, then select the folder where the document file is located. Zap Word will refresh the documents list with the contents of the selected folder. Select the file that you want to use from the documents list, then click the Next button, at the bottom of the form. Zap Word will open Step 2 in the New Report Wizard, where you can select the workbooks that are linked to your new report. See Step 2: Select Linked Workbooks.

Step 2: Select Linked Workbooks

In Step 2 of the New Report Wizard, you select the workbooks linked to your new report. You can add workbooks, and you can replace existing workbooks. (You cannot remove workbooks because that would break any linked content.) When you have finished linking workbooks, click the Done button, at the bottom of the form. Zap Word will close the New Report Wizard. Your new report will become the active document.

New Report Wizard: Step 2

Zap | New Report

Step 2: Select Linked Workbooks

Template

File Name: Test Template.docx
Folder: C:\ProgramData\ValuSource\Zap Report Builder\Templates\

Status	ID	Workbook
FOUND	1	C:\ProgramData\ValuSource\Zap Report Builder\Templates\Workbooks\Workbook 1.xlsx
FOUND	2	C:\ProgramData\ValuSource\Zap Report Builder\Templates\Workbooks\Workbook 2.xlsx

Add Replace

Back Done Cancel

Templates Folders

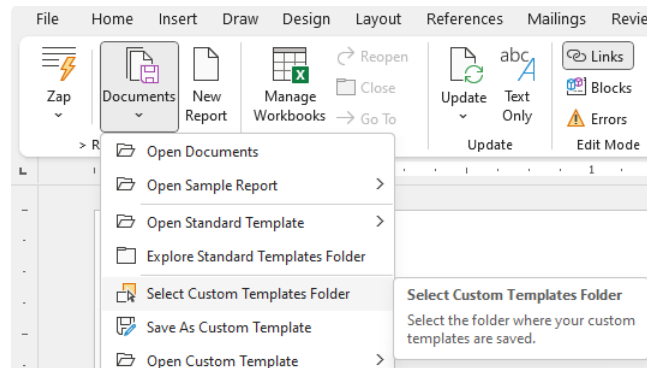
Zap has two templates folders:

- The **standard** templates folder is available to all users on your Windows system. The templates in this folder may be provided by ValuSource, your firm's IT personnel, or anyone with administrative permissions to edit the contents of the folder.
- The **custom** templates folder is only available to your Windows account. The templates in this folder may be provided by anyone with administrative permissions to edit the contents of the folder, or they can be [created from your account](#).

Select the Custom Templates Folder

There is a command for selecting your custom templates folder on Zap Word's Documents menu:

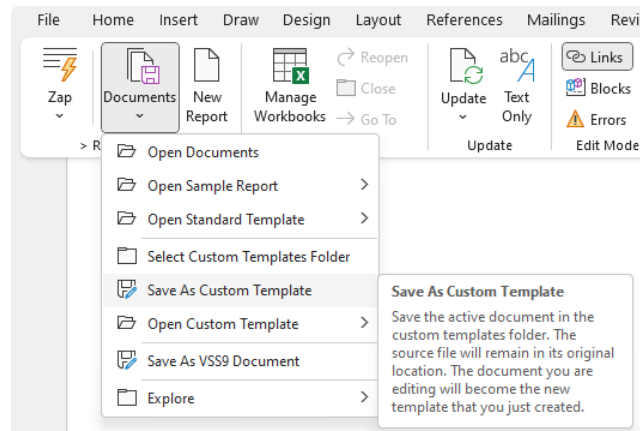
Select Custom Templates Folder Command (Zap Word)



Create a Custom Template

Any Word document can become a Zap template. To save the active document as a [custom template](#), select the Save As Custom Template command on Zap Word's Documents menu:

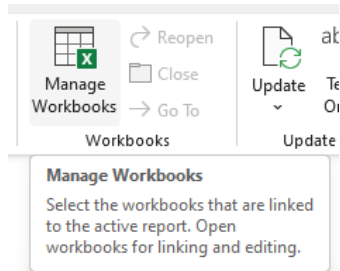
Save As Custom Template Command (Zap Word)



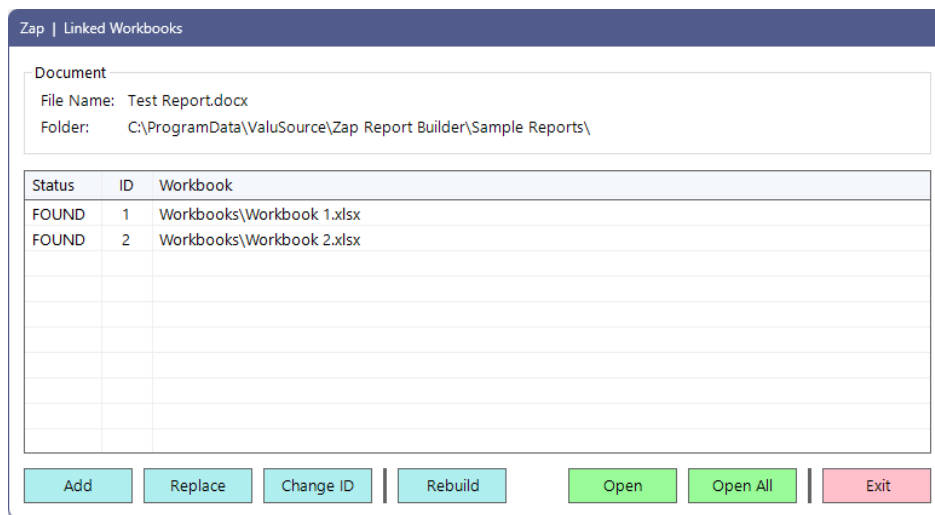
Linked Workbooks

To select the workbooks that are linked to your document, or to open linked workbooks, click Zap Word's Manage Workbooks button. Zap Word will open the Linked Workbooks Form.

Manage Workbooks Button (Zap Word)



Linked Workbooks Form



Status	ID	Workbook
FOUND	1	Workbooks\Workbook 1.xlsx
FOUND	2	Workbooks\Workbook 2.xlsx

Workbook IDs

A workbook's ID is a unique integer that identifies the source workbook for the linked data in Zap commands. Using IDs simplifies management of the workbooks linked to a document.

Add Workbooks

To add linked workbooks, click the Add button at the bottom of the Linked Workbooks Form. Zap Word will open a form for selecting the workbooks that you want to link to your document.

Replace Workbooks

To replace the workbook files associated with one or more [workbook IDs](#), select the ID/workbook pairs that you want to change in the workbooks grid, then click the Replace button at the bottom of the Linked Workbooks Form. Zap Word will prompt you to choose a workbook for each of the selected IDs.

Remove Workbooks

You can only remove workbooks that are not referenced in the document's content (the [workbook's ID](#) is not used in any Zap commands), and you can only remove all of these workbooks automatically. See Rebuild the Linked Workbooks.

Rebuild the Linked Workbooks

Rebuilding a document's linked workbooks does the following:

- Removes workbooks that are not referenced in the document's content. If none of the [commands](#) in the document use a [workbook's ID](#), then that workbook and ID are removed.
- Adds any [workbook IDs](#) that appear in the document's content but are not assigned to a workbook. These IDs will not have paired workbook files. You will have to add the files manually. See Replace Workbooks.

To rebuild the linked workbooks for the active document, click the Rebuild button at the bottom of the Linked Workbooks Form.

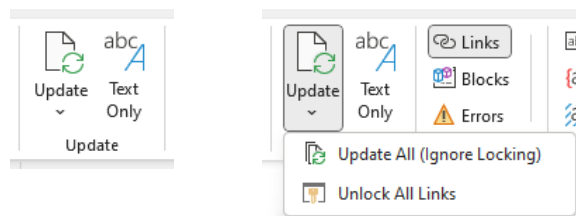
Change a Workbook ID

To change a [workbook's ID](#), select it in the workbooks grid, then click the Change ID button at the bottom of the Linked Workbooks Form. Zap Word will prompt you to choose an ID for the selected workbook.

Update a Document

Updating a document retrieves the current data from the linked workbooks. You can save time by updating only the text links, and you can choose to ignore [locked links](#). You update a document from Zap Word's Update Ribbon Group.

Update Ribbon Group and Menu (Zap Word)



Update

The Update button updates all of the unlocked text links and picture links. If you are editing a report that contains toggle blocks (which can occur if there was an error when the report was generated), Zap Word will re-attempt to apply those toggle blocks. If you are editing a template, Zap Word will evaluate any toggle blocks, but will not apply them.

Text Only

The Text Only button updates unlocked text links. It ignores locked text links, and all picture links and toggle blocks.

Please Note: Text links update much faster than picture links and toggle blocks. If your document contains picture links or toggle blocks, but you only need to update the unlocked text links, then you will save time using the Text Only button.

Update All (Ignore Locking)

The Update All command updates all workbook commands, both [locked and unlocked](#). Like the standard Update command, it attempts to apply toggle blocks in reports, and evaluates them in templates. You access the Update All command from the Update Menu.

Copy Content Between Documents

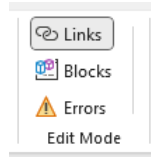
Before you copy content containing Zap [commands](#) between documents, you must synchronize the [workbook IDs](#) assigned in the documents. See [Linked Workbooks](#) and [Change a Workbook ID](#).

Links

Edit Mode

To work with links, set Zap Word's Edit Mode to Links:

Edit Mode Ribbon Group (Zap Word)



Add a New Link to a Document

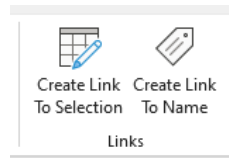
To add a new link to a document:

1. Start in Excel, where you [create the link](#).
2. Then switch to Word, and [paste the link](#) into your document.

Create a Link

Zap Excel has two commands for creating links:

Links Ribbon Group (Zap Excel)



Create Link To Selection

You can link to a worksheet range, a chart sheet, or a chart object. If a single cell or merged cells are selected, Zap Excel will create a [text link](#). If multiple cells, a chart sheet, or a chart object are selected, Zap Excel will create a [picture link](#).

When you click the Create Link To Selection button:

- ➔ If a range is selected, and the workbook has a named range with the same address, then Zap Excel will ask if you want to create a link to the name, or to the address.
- ➔ If you're creating a text link, Zap Excel may prompt you to enter an alias. For more information, see [Text Link Aliases](#).

To complete your link, [paste it](#) into your document. If you entered an alias, [paste both the link and the alias](#) into your document.

Create Link To Name

To create a link to a name in the active workbook, click the Create Link To Name button. Zap Excel will open the Select Name form (see below). Use the form to choose the name you want to link to, then click the Select button at the bottom of the form. If you're creating a text link, Zap Excel may prompt you to enter an alias. For more information, see Text Link Aliases.

To complete your link, [paste it](#) into your document. If you entered an alias, [paste both the link and the alias](#) into your document.

Select Name Form

Name	Formula	Value	Comment
DebtCoe	=CoeCapRateBuildup!	0.00%	
DebtCoe	=CoeCapRateBuildup!	0.00%	
DebtDcf	=DCFSummaryDiscou...	0.00%	
DebtDcfDet	=DCFDetDiscountRate...	0.00%	
DebtDetDcf	=DCFDetDiscountRate...		
DebtMG	=MGDiscountRateBuil...	0.00%	
DLOM_Entire_Data	=DLOM2!\$C\$8	DLOM Data Entire Dat...	
EquityCoe	=CoeCapRateBuildup!	100.00%	
EquityCoe	=CoeCapRateBuildup...	100.00%	
EquityDcf	=DCFSummaryDiscou...	100.00%	
EquityDcfDet	=DCFDetDiscountRate...	100.00%	
EquityMG	=MGDiscountRateBuil...	100.00%	
MktDebtCoe	=CoeConclusion!\$P\$20	1,431,000	
MktDebtCoe	=CoeConclusion!\$P\$...	1,431,000	
MktDebtDcf	=DCFSummaryConclu...	0	
MktDebtDcfDet	=DCFDetConclusion!\$...	0	
MktDebtMG	=MGConclusion!\$T\$29	0	
MktEquityCoe	=CoeConclusion!\$P\$21	1,348,149	
MktEquityCoe	=CoeConclusion!\$P\$...	9,644,337	

Select a Link

You select a link by selecting its content:

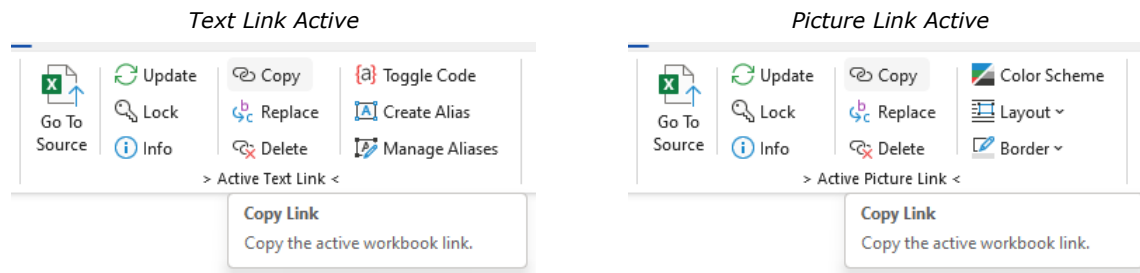
- ➔ To select a [text link](#), click the link's text.
- ➔ To select a [picture link](#), click the link's image.

Copy a Link

To copy a link:

1. [Select the link](#) that you want to copy.
2. Click the Copy Link button.

Copy Link Button (Zap Word)



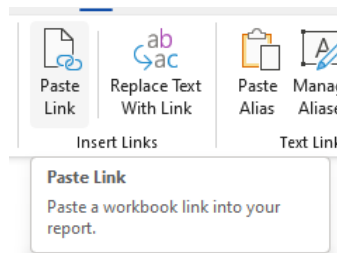
Paste a Link

Please Note: When you paste a link, if the source workbook is not linked to your document, Zap Word automatically [links the workbook](#). You do not have to link it manually.

After you [copy a link](#) or [create a link](#), you can paste the link into your document:

1. Select the location for the new link.
2. Click the Paste Link button.

Paste Link Button (Zap Word)



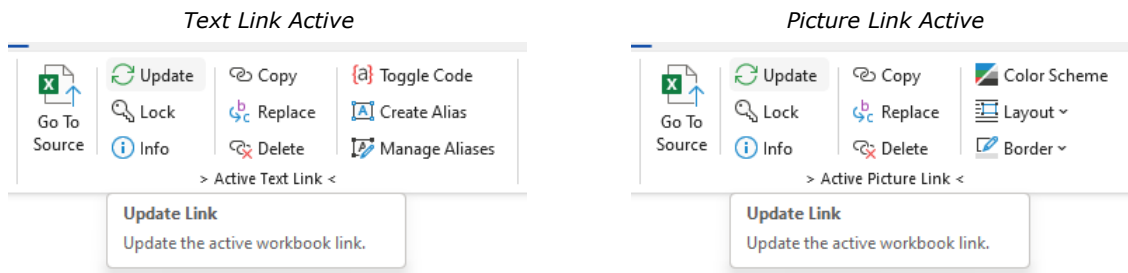
Please Note: If you can't find the Paste Link button, make sure that Edit Mode is set to Links. If you still don't see the button, then Zap Word cannot insert a Word DOCVARIABLE field at your selected location in the document.

Update a Link

Updating a link retrieves the current data from the linked workbook. To update a link:

1. [Select the link](#) that you want to update.
2. Click the Update Link button.

Update Link Button (Zap Word)



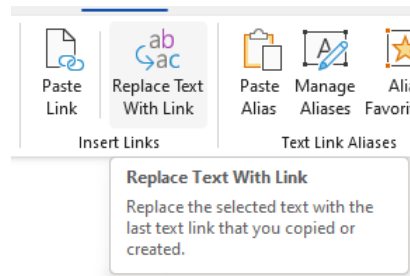
Replace Text with a Link

Example: Your document contains numerous instances of the target customer's name, which in this case is "XYZ Company". You can replace every instance of "XYZ Company" with a link to a cell that contains the target customer's name.

To replace text with a [text link](#):

1. Start in Excel and [create the link](#), or start in Word and [copy the link](#).
2. In your document, you can select the text you want to replace. This step is not necessary.
3. Click the Replace Text With Link button. Zap Word will prompt you to enter the text you want to replace. Any selected text will appear in the prompt.

Replace Text With Link Button (Zap Word)



Replace a Link

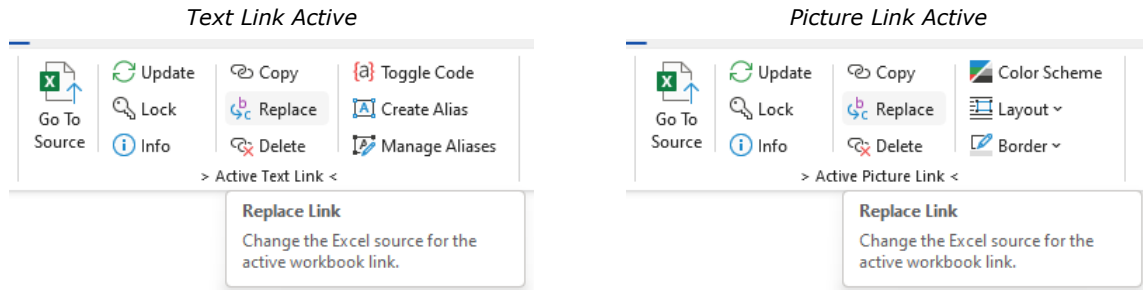
Example: You have a text link that points to the wrong cell. You can replace the incorrect link with the correct one.

Please Note: You can only replace a link with another of the same type. You cannot replace a text link with a picture link, or a picture link with a text link.

To replace an old link with a new link:

1. Start in Excel and [create the new link](#), or start in Word and [copy the new link](#).
2. In your document, [select the old link](#).
3. Click the Replace Link Button.

Replace Link Button (Zap Word)

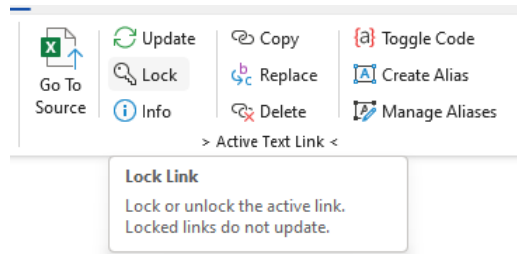


Lock or Unlock a Link

A locked link does not update, unless you choose to [ignore locking](#). To lock or unlock a link:

1. [Select the link](#) that you want to lock or unlock.
2. Click the Lock Link Button. Zap Word will open the Lock Link form.

Lock Link Button (Text Link Active)



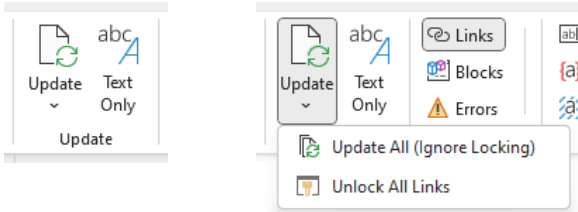
Lock Link Form

The image shows a dialog box titled 'Zap | Lock Link'. It has a text input field labeled 'Selected Link' containing the text 'zapLink!1!1!Text Links!C2'. Below the input field is a checkbox labeled 'Locked' which is currently unchecked. At the bottom right of the dialog are two buttons: 'OK' (green) and 'Cancel' (pink).

Unlock All Links

Locked links do not update, unless you choose to [ignore locking](#). To unlock all of the links in your document, select Unlock All Links from the Update menu.

Update Ribbon Group and Menu (Zap Word)



Text Link Aliases

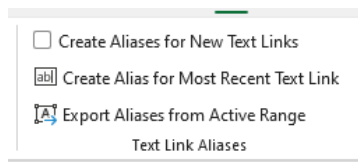
Description

Zap lets you define aliases for text links, which makes it faster and easier to paste those text links into your document.

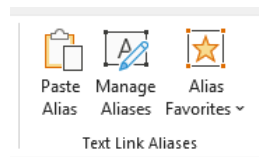
Example: You create a text link to a cell that contains your customer's name and assign it an alias of "Customer". Whenever you need to insert that link into your document, you select the Customer alias.

You define text link aliases using Zap Excel, but they are stored in your document by Zap Word. You edit aliases in Zap Word.

Text Link Aliases Ribbon Group (Zap Excel)



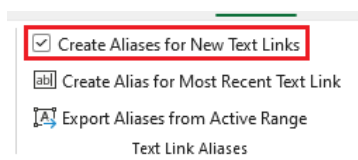
Text Link Aliases Ribbon Group (Zap Word)



Create Aliases for New Text Links

When Zap Excel's Create Aliases for New Text Links checkbox is filled, you are prompted to enter an alias when you [create a text link](#). To add the new text link and its alias to your document, [paste them in](#).

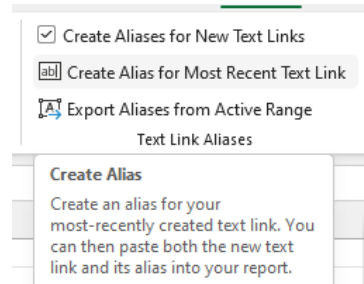
Create Aliases for New Text Links Checkbox (Zap Excel)



Create Alias for Most Recent Text Link

To create an alias for the text link that you created most recently, click the Create Alias for Most Recent Text Link button. Zap Excel will prompt you to enter an alias. To add the new text link and its alias to your document, [paste them in](#).

Create Alias for Most Recent Text Link Button (Zap Excel)



Export Aliases from Active Range

You can define multiple aliases using a range. The first column of the range must contain the aliases, and the second column must contain the target cells for the text links. All of the cells surrounding the range must be empty. For example:

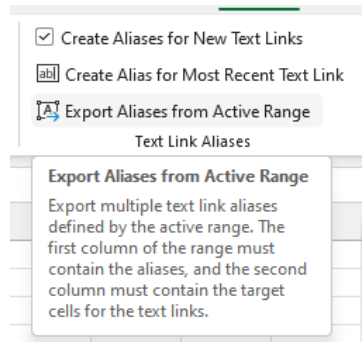
Aliases Export Range (Example)

	Customer	ABC Widgets	
	Date	May 30, 2023	
	Location	Clarksville	
	Status	Completed	

To export aliases from such a range and import them into your document:

1. Select any cell in the range.
2. Click the Export Aliases from Active Range button.
3. Switch to Word, open the Text Link Aliases Form, and click the Import button. See [Manage Aliases](#).

Export Aliases from Active Range Button (Zap Excel)

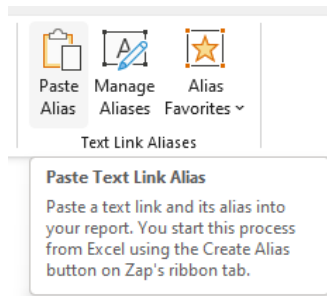


Paste Alias

To paste both the most-recently created alias and its text link into your document:

1. Select the location for the new text link.
2. Click the Paste Alias button.

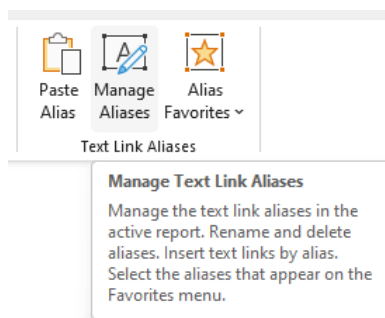
Paste Alias Button (Zap Word)



Manage Aliases

To edit your document's text link aliases, click the Manage Aliases button. Zap Word will open the Text Link Aliases form.

Manage Aliases Button (Zap Word)



Text Link Aliases Form

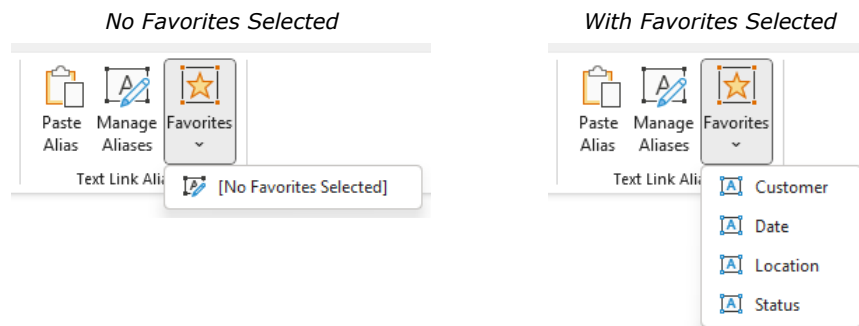
Favorite	Alias	Text
True	Appraiser Name	Joe Appraiser
True	Business Name	Child's Clothing Store
	Firm Name	Appraiser PC
	Purpose	Planning
	Report Addressee	Ms. Kim Attorney
True	Report Date	April 15, 2023
True	Single vs Plural I am, we are	I am
True	Single vs Plural I am, We are	I am
True	Single vs Plural I was/we were	I was

Info Favorite Rename Delete Import Filter Insert Exit

Favorites Menu

The Favorites menu provides quick access to the text link aliases that you use most often. When you select an alias from the menu, Zap Word inserts its text link into your document. You select an alias as a favorite from the Text Link Aliases Form. See Manage Aliases.

Favorites Menu (Zap Word)

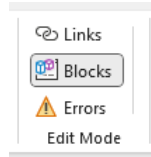


Toggle Blocks

Edit Mode

To work with toggle blocks, set Zap Word's Edit Mode to Blocks:

Edit Mode Ribbon Group (Zap Word)

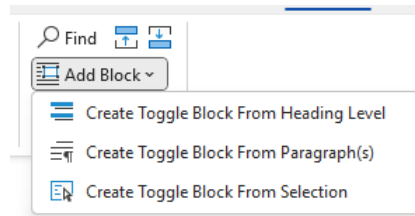


Add a Toggle Block

To add a toggle block to your template:

1. [Create a link](#) to the Boolean value that will turn the block on and off.
2. Switch to Word and select the block's content in your template. How you do that depends on the command you plan to use. You can read about the commands below.
3. Select a command from the Add Block menu.

Add Block Menu (Zap Word)



Create Toggle Block From Heading Level

This command creates a toggle block from the active heading level. You create heading levels by applying Word's heading styles (Heading 1, Heading 2, etc.) to your document, or by applying outline levels to styles or paragraphs.

Create Toggle Block From Paragraph(s)

This command creates a toggle block from the active paragraph or paragraphs. The toggle block will include every paragraph in the selection, including the paragraphs that contain the beginning and end of the selection.

Create Toggle Block From Selection

This command creates a toggle block from the active selection. The only content in the toggle block will be the content in the selection.

Remove a Toggle Block

To remove a toggle block from your template:

1. Place your selection within the toggle block that you want to remove. If you have nested toggle blocks, place your selection in the block that you want to remove, but not within any child blocks that it may contain.
2. Select one of the commands explained below.

Remove Toggle Block Commands (Zap Word)



Remove Toggle

Remove the toggle block itself. Keep the content that the toggle block contains.

Remove Content

Remove the content inside the toggle block. Keep the toggle block itself.

Remove All

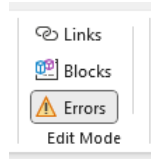
Remove both the toggle block and its content.

Errors

Edit Mode

To resolve errors, set Zap Word's Edit Mode to Errors:

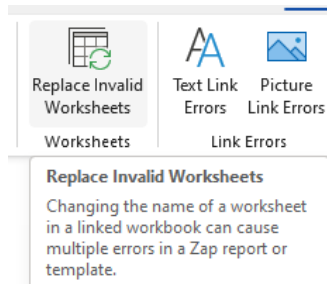
Edit Mode Ribbon Group (Zap Word)



Replace Invalid Worksheets

If the name of a worksheet changes, all commands linked to that worksheet will return errors when you [update your document](#). Since invalid worksheet names can cause errors in text links, picture links, and toggle blocks, you should replace any invalid worksheets before you start reviewing errors in links and blocks. To start this process, click the Replace Invalid Worksheets button. Zap Word will open the Replace Invalid Worksheets form.

Replace Invalid Worksheets Button (Zap Word)



Replace Invalid Worksheets Form (Zap Word)

Zap | Replace Invalid Worksheets

Document

File Name: Test Report.docx

Folder: C:\ProgramData\ValuSource\Zap Report Builder\Sample Reports\

(1) Select Workbook

ID	Name
2	Workbook 2.xlsx

(2) Select Invalid Worksheet

- Text Links
- Picture Links to Ranges
- Chart Objects

(3) Select Valid Worksheet

- Text
- Data
- Charts

(4) Replace | Exit

Review Errors

The process for reviewing errors is the same for text links, picture links, and toggle blocks. When you click on the corresponding ribbon button (see below), Zap Word opens a task pane for reviewing the errors of the selected command type.

Errors by Command Type Buttons (Zap Word)

