* **Steps to create the template:**

1. Take the existing document (.docx ) file to create the template

Sample file :



1. Identify the parameters/data that needs to be updated in the template

Ex.

Information present against Name, Gender, Age, City Name etc. are the parameters in above sample file

1. Replace the parameters as mentioned below in the entire .docx document

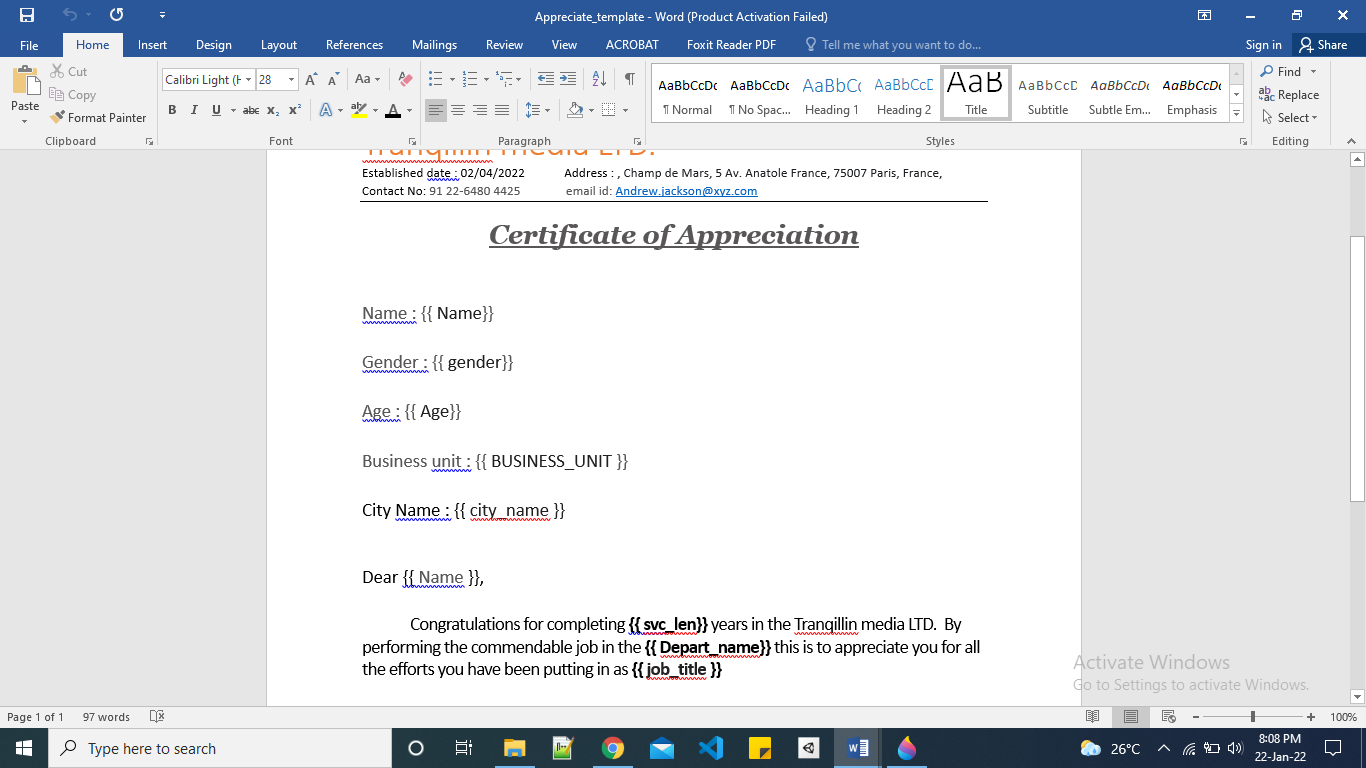
* In place of parameters/data, Use the curly brackets as mentioned below
* Write the Parameter’s name inside the curly brackets

Ex.

* Replace ‘Andrew Simon’ from template 1318.docx with {{Name}}
* Replace ‘Male’ with {{gender}} , ’57’ with {{Age}}

***Note : Avoid using inside the curly brackets and in excel column name***

**Do this in the entire document**



* The Data which will be uploading from the excel **should contain the same parameter name** used in docx template

Ex . column name used in uploading excel must be exactly same which is used in the template

* Name : used as column in excel and inside curly brackets in template i.e. {{Name}}
* gender : same in excel column and in template {{gender}}

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Age** | **gender** | **BUSINESS\_UNIT** | **city\_name** |
| Andrew Simon | 57 | Male | HEADOFFICE | Surrey |

***Note: The first column present in the uploaded data will be used to save the file name***

***i.e. in above case Name will be used for the filename***

* Since the script focuses onto creating documents only hence it does not manipulate any of the user uploaded data and the missing data will not be handled as well, However user can make required changes in the uploaded data

1. sample Template and excel data :