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# Document template

A document template is a fully prepared document, usually with some textual contents, that is intended to include some information taken from [business objects](#). The [configurator](#) supplies document templates when editing a [business space](#). In the operation mode [aware\\_im](#) creates an actual document from a template by inserting the required information. Examples of document templates may be an account-opening letter, a purchase receipt, etc. The business object-specific information is marked in the template by special [tags](#).

**Aware IM** supports several document template types including plain text, MS Word, MS Excel, HTML and a special report type. The [report](#) is different from the other types in that it allows insertion of information for multiple business objects and can also be used for producing comprehensive reports. In addition the report type makes it possible to include conditional text or other conditional elements that will be printed in the actual document only when their conditions are met.

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