



Repeating Content

Help Guide

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1. Repeating Content

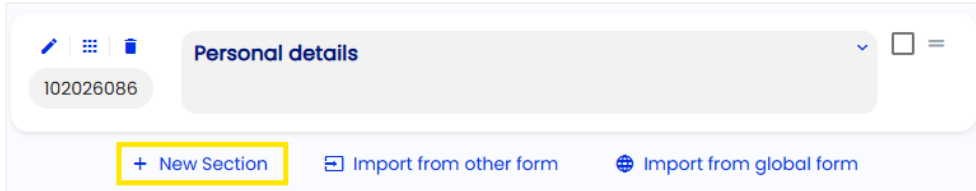
Create repeating sections to allow the user to enter multiple occurrences of the same data, for example:

- Children.
- Directors of a company.
- Instalment due dates and amounts.

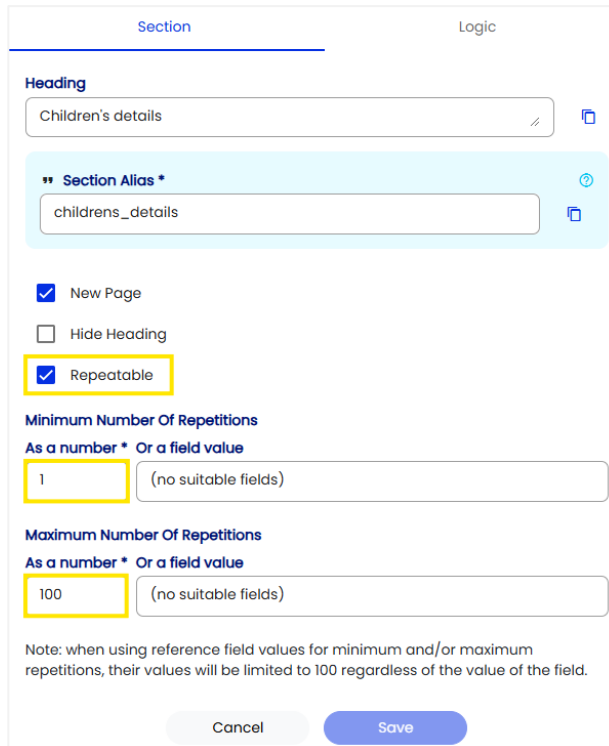
1.1 Apply Repeating Content

There are a few steps to follow to make a repeatable section:

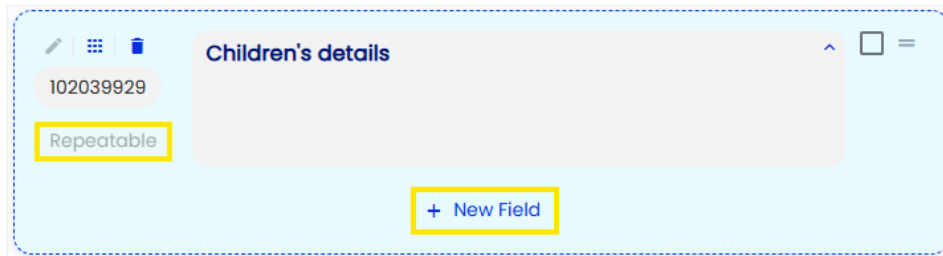
1. Create a new **Section**.



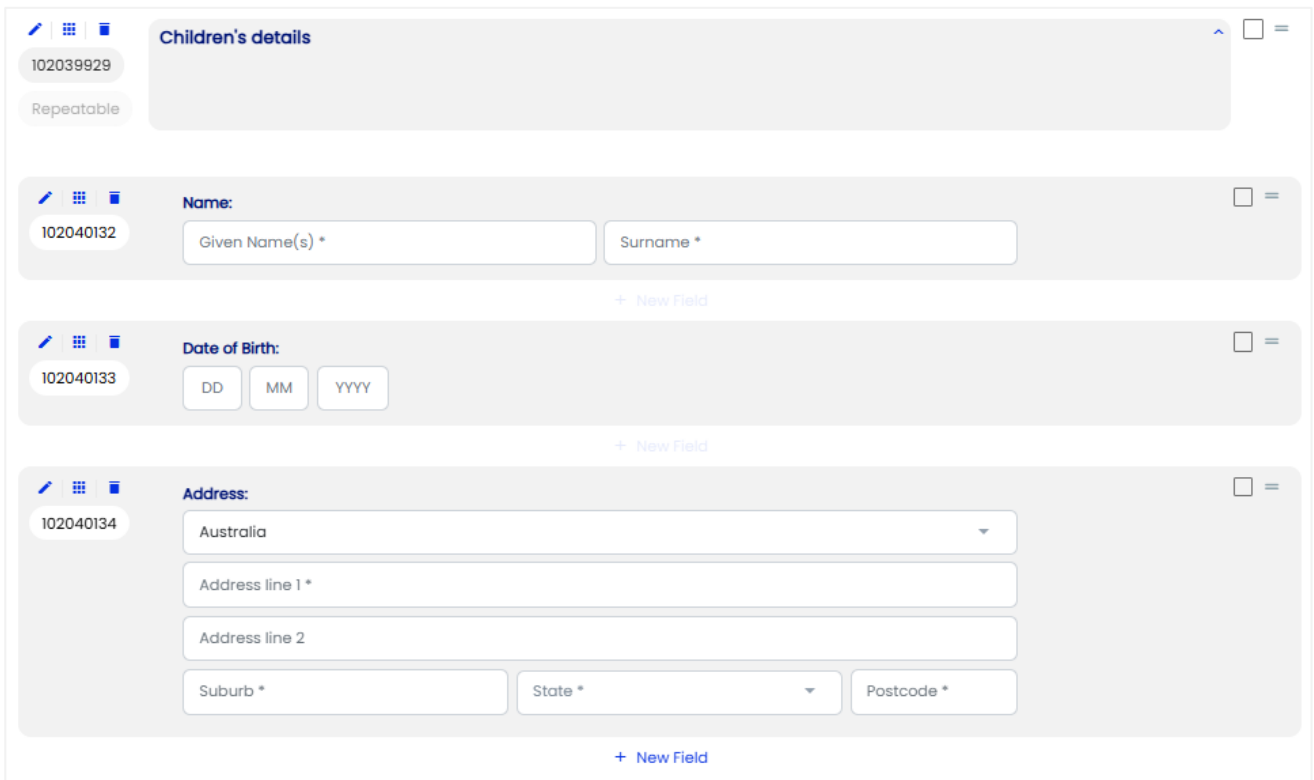
2. Tick the **Repeatable** option.
3. Include a minimum and maximum number of repetitions allowed – generally 1 - 100, but may vary.



4. The new section will be labelled "Repeatable".
5. Add fields, apply logic and set contact mapping as per a standard section.



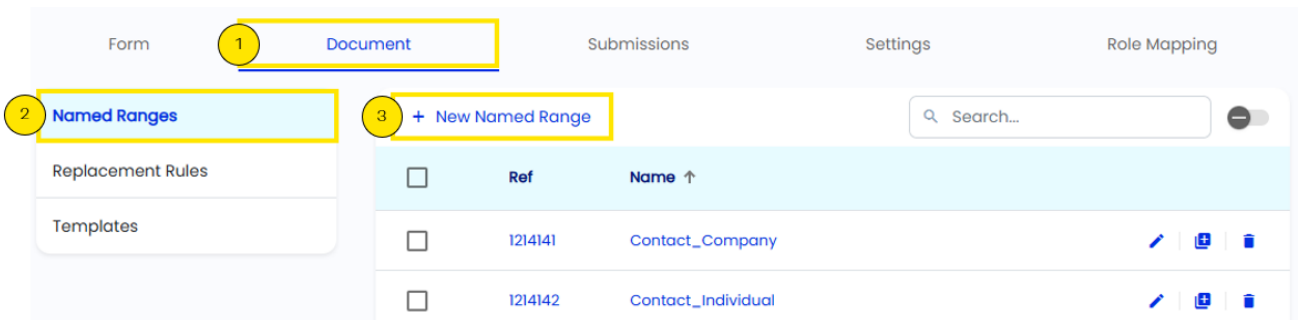
6. In this example, the details to be collected for each child are a name, date of birth, and address.



1.2 Create a Named Range

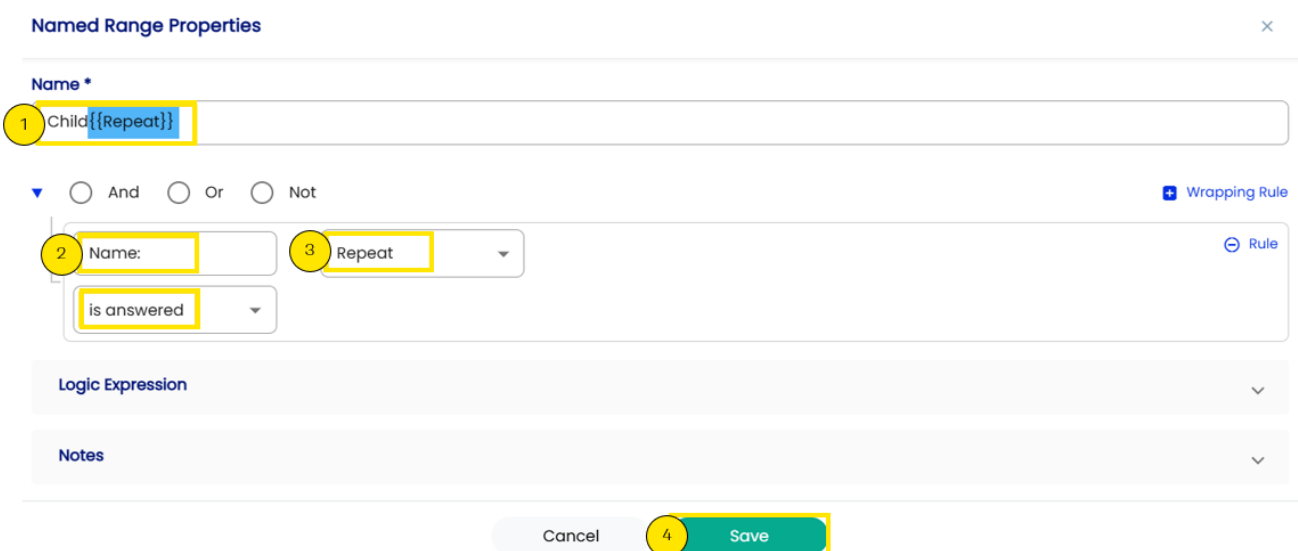
Create a **Repeat Named Range** so that it's ready to use in the template.

1. Click the **Document** tab.
2. Click **Named Ranges**.
3. Click **New Named Range**.



Create a named range that will instruct Word on how to handle the repeated data.

1. Name the field using the **{{Repeat}}** instruction.
2. Use a mandatory field in your logic as this is the field the named range will use to count the repeats, **Name**.
3. Set the check to **Repeat** and **Is Answered**.
4. Click **Save**.



1.3 Add Calculation

Create any other calc fields and/or named ranges that may be useful for your repeating data. For example:

1. A count field to determine how many children there are. We can then have a calculation field that will determine whether to use the word 'child' or 'children'.
2. A named range to use for text where there are children over 18 vs under 18.



The screenshot shows a panel titled "Child calcs" with three calculated fields:

- How many children are there? (read-only)**: ID 101377933, Calculated. The field is currently empty.
- Text: Child or Children (read-only)**: ID 101377998, Calculated. The field is currently empty.
- Text: child is OR children are (read-only)**: ID 101377999, Calculated. The field is currently empty.

The repeating Named Range has the label **Repeat**, as shown:

+ New Named Range		
<input type="checkbox"/>	Ref	Name ↑
<input type="checkbox"/>	811005	Any_Children_Under_18_No
<input type="checkbox"/>	811004	Any_Children_Under_18_Yes
<input type="checkbox"/>	812964	Child_Multiple
<input type="checkbox"/>	812963	Child_Single
<input type="checkbox"/>	811003	Child Repeat

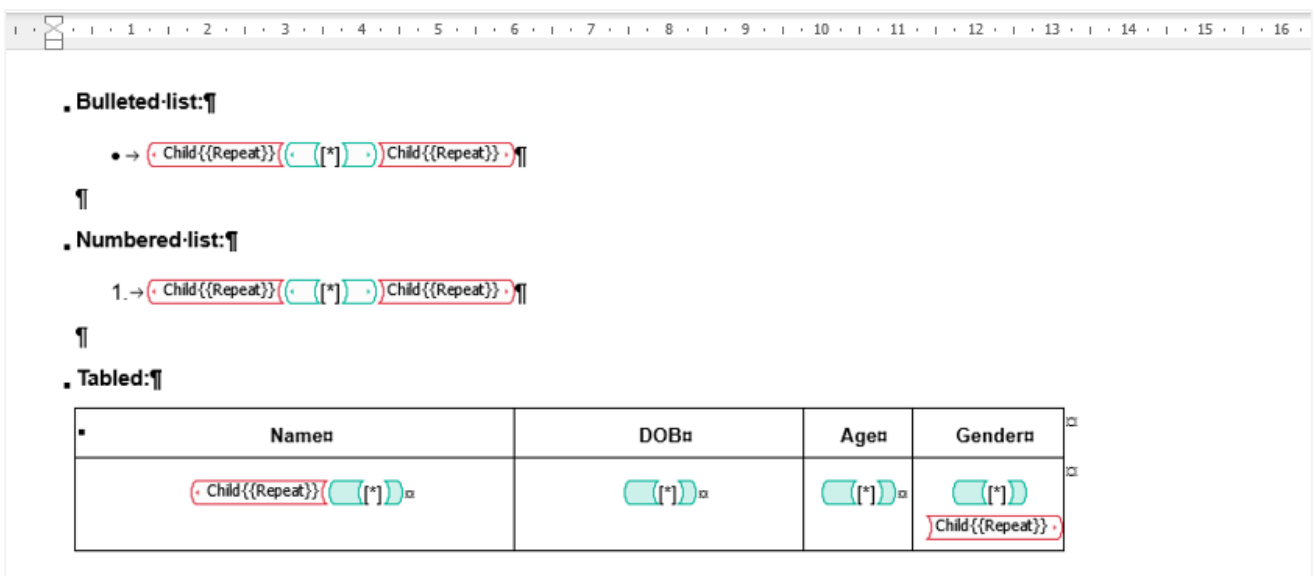
2. Set Up the Document Template

We can now open Word and set up the Document Template, with the MS Word Smarter Drafter Add-In.

In your Word template, insert the fields for the repeats and format as you require it to appear. For example: bullet list, number list, sentence style, tabled etc.

Once you have your base data prepared, wrap the repeating named range around it.

Note: Determine whether you want to specifically include or exclude the paragraph mark as part of the repeat.



The screenshot shows the MS Word Smarter Drafter Add-In interface with three formatting options:

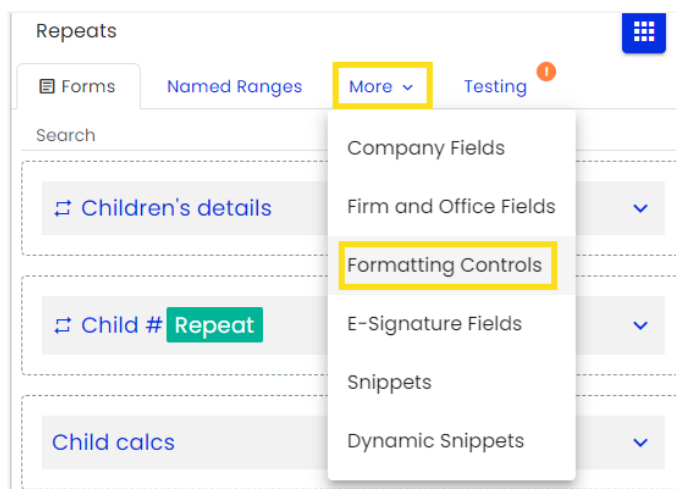
- Bulleted-list:** A bullet point followed by a repeating field: `• Child{{Repeat}}([*]) Child{{Repeat}}`
- Numbered-list:** A numbered list item followed by a repeating field: `1. Child{{Repeat}}([*]) Child{{Repeat}}`
- Tabled:** A table with four columns: Name, DOB, Age, and Gender. The repeating field is placed in the first row, first column. The table structure is as follows:

Name	DOB	Age	Gender
Child{{Repeat}}([*])	[*]	[*]	Child{{Repeat}}

The MS Word Smarter Drafter Add-In provides three formatting options to help you control the appearance of the repeating text.

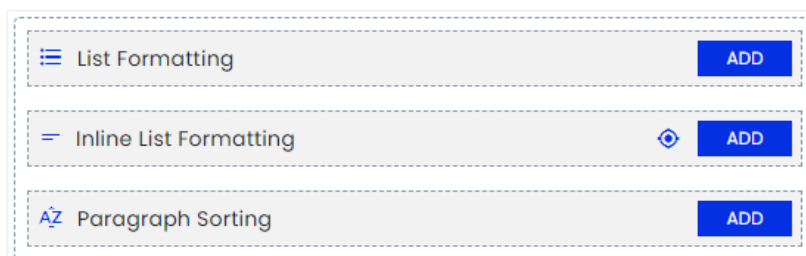
Note: These are optional settings and not required. You may be able to format your data without using this tool.

Click the **More** menu and select **Formatting Controls**.



In this menu, you can control:

1. List formatting.
2. Inline list formatting.
3. Paragraph sorting.



Let's explore these form elements in more detail.

2.1 List Formatting

1. Layout your repeat text in the format required, for example, a bulleted list.

• → Child{{Repeat}} ([*]) Child{{Repeat}} . ¶

2. Select the options to use before the penultimate repeat occurrence and the final punctuation to use.

When applied to a list (or nested list), the following will be applied in the generated document:

Suffix: And Or And/Or

Punctuation: Full Stop(.) Semicolon(;) Comma(,)

3. The yellow formatting content control will be applied:

• → • Child{{Repeat}} ([*]) Child{{Repeat}} . ¶

2.2 Inline List Formatting

1. Layout your repeat text with the punctuation separator to use, for example, a comma.

Child{{Repeat}} ([*]) , Child{{Repeat}} . ¶

2. Select the option to use before the penultimate repeat occurrence and the final punctuation to use.

Suffix: And Or And/Or

3. The yellow formatting content control will be applied:

• Child{{Repeat}} ([*]) , Child{{Repeat}} . ¶

2.3 Paragraph Sorting

1. Layout your repeat text in the format required, for example, a bulleted list.

• → Child{{Repeat}} ([*]) Child{{Repeat}} ¶

2. Select ascending or descending.

Sort
Direction: Ascending Descending

3. The yellow formatting content control will be applied

• → Child{{Repeat}} ([*]) Child{{Repeat}} ¶

3. Filling in the Form

When the form filler is entering the repeatable data, they will have the option to add as many occurrences as they require, by clicking **Add Another**.

Children's details

Name:

Use Placeholder

Date of birth:

Address:

Australia ▼

Start typing here ...

Use Placeholder

+ Add Another

3.1 Repeatable Example

Repeatable-Examples

Bulleted-list:

- → Bamm-Bamm-Rubble
- → Pam-Pam-Rubble
- → Hoparoo-Rubble

Numbered-list:

1. → Bamm-Bamm-Rubble
2. → Pam-Pam-Rubble
3. → Hoparoo-Rubble

Sentence-style:

The children of the relationship are Bamm-Bamm-Rubble, Pam-Pam-Rubble and Hoparoo-Rubble.

Tabled:

Name	DOB	Age	Gender
Bamm-Bamm-Rubble	01/04/2016	8	Male
Pam-Pam-Rubble	01/11/2020	4	Female
Hoparoo-Rubble	10/08/2022	2	Non-Binary

3.2 Points to Consider

1. Do you want all the repeats to be listed on the same page, or would you prefer each repeat to appear on its own page?
 - o Determine whether to tick the **New Page** option on the repeatable section.
2. Do you want to include the repeat number in the field label?
 - o Determine whether to add the repeat prefix to each field.