

**web-enable your documents**

**A simple yet revolutionary way for you to  
web-enable documents for automation.**

**[www.LOOPEXchange.com](http://www.LOOPEXchange.com)**



# **steps to web-enable**

- 1) Create Profile**
- 2) Tag Document(s)**
- 3) Upload and Map**
- 4) Build DDP**
- 5) Share**

# 1) create a profile

sort by: Title

 new profile



## Drawloop Team

This DDP is compliments of the Drawloop professional service team. Please contact us today if you need help with a DDP or would like to work with a LOOP Certified consultant.

edit



delete



**1) Click “new profile”**

**2) Complete the profile details**

**You can upload a logo or image to relate to your profile**

## 2) tag document(s)



<<Mr.>> <<Bob>> <<Smit  
<<VP Sales>>  
<<Acme Company>>  
<<12 Street>>  
<<New York>>, <<NY>> ·

<<Presentation Name>>

<<Date>>

By: <<Bill Smith>>

	A	B
1		
2		
3		
4	Company:	Acme Company
5	First Name:	Bill
6	Last Name:	Smith
7	Title:	President










- 1) Mark text in Word and PowerPoint with double brackets at the <<beginning and end>> of the text
- 2) Range name cells in Excel

**On Upload, you will map the dynamic text or cells to fields on LOOP Exchange**

### 3) upload and map

 new document



DOCUMENT FIELD	MAPPED FIELD	map	output	ignore
Mr.	Salutation			
<<Mr.>> <<Bob>>	Customer First Name			
<<VP Sales>>   Smith	Customer Last Name			
<<12 Street>> <<New York>>, <<NY>> <<10018>>				

**The tagged text or cells in the document are displayed for mapping**

## 4) build



new package

Click “new package”

### Package Management

**setup**



order




web form



sharing

Title

Cover Letter

Summary 

Cover letter to  
address informat

source documents



add file



remove

Word Document.doc

Pages

1) Name DDP

2) Select documents to use

## 4) build

### Organize the Web form

step:

Inputs



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Fields

Cover Letter		
Salutation		
Customer First Name		
Customer Last Name		

**Organize fields on a Single Web Form or Multiple Web Forms . . . you can also add Headers**

# 4) build

## Select how to share

### Package Management

setup → order → web form → **sharing**

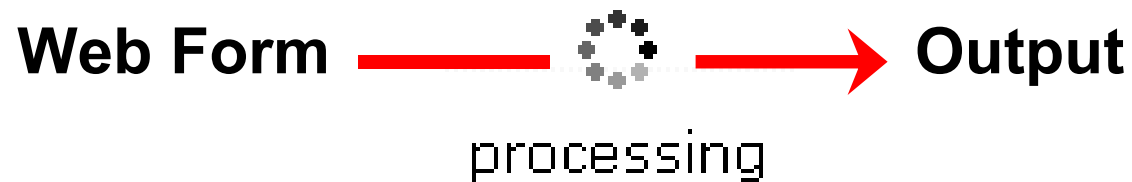
Share Security 

- Public - Listed
- Public - Unlisted
- Private - Login required

Email Addresses 

## 5) share

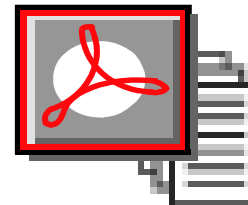
 share: Publish this package to share it with other users



 Download package files:



**Cover Letter**



**Congrats! You have web-enabled your document to share as a dynamic web-based solution.**