Creating an XML Overlay

1. Create the word document you wish to display as XML overlay

2. Open the document in PDF format and ensure rulers are visible in millimeters

3. Measure both horizontally (xPos) and vertically(yPos) from top left corner as to where the first merge field is to appear

4. Open a Notepad document and type <fields>

5. Below this heading type the details of the first merge field as below

   ```
   <field>
   <name>xx</name>        (where xx is the name of the merge field)
   <xPos>xx</xPos>        (where xx is the horizontal distance in millimeters)
   <yPos>xx</yPos>        (where xx is thevertical distance in millimeters)
   <font>xx</font>        (where xx is the font you wish to use for the document)
   <fontSize>10</fontSize>   (where xx is the font size you wish to use for the document)
   <fontWeight/>
   </field>
   ```

6. Repeat step 5 for each merge field for the entire document