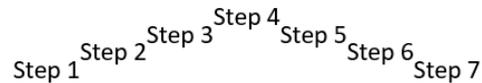


## Application: Word – Fields – Advance

**Word fields** are placeholders that store and display data. They perform simple tasks, such as returning the current date or current page number, but they can be much more than that. You can use them to ask questions, make decisions based on specific conditions, and perform calculations.

The Advance field is used for positioning the text that follows the field. All text to the end of the paragraph is affected. You can further refine the field by the inclusion of **switches** which start with "\".



**ADVANCE** has been entered before Step 2, Step 3 and Step 4 to move the text up, and before the remainder to move it down. The Field Code would look like this:

```
Step 1{ADVANCE \u 12}Step 2{ADVANCE \u 12}Step 3{ADVANCE \u 12}Step 4{ADVANCE \u 12}Step 5{ADVANCE \u 12}Step 6{ADVANCE \u 12}Step 7
```

1. Position the insertion point where you want to insert the field.
2. **Insert > Text Group > Quick Parts** [down arrow] > **Field**. You can reduce the fields displayed by choosing the Category **Equations and Formulas**.
3. **Select Advance**, specify the offsets and position required and click **OK**.

**Tip:** To create the field manually, press **CTRL+F9**, type "ADVANCE" and type the required switches between the brackets.

### Switches

The following switches can be used to determine the direction and distance ADVANCE will adopt:

Switch	Meaning
\d	Moves text down a specified number of points.
\l	Moves text left a specified number of points. (Text to the left is overwritten.)
\r	Moves text right a specified number of points.
\u	Moves text up a specified number of points.
\x	Moves text a specified distance from the left margin of the column or frame.
\y	Moves text to the specified vertical position relative to the current line position. The entire line of text that contains the field is moved.

**Tip:** A point = 1/72 of an inch.

