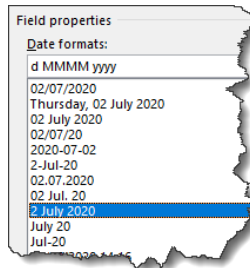


Application: Word – Fields – CreateDate

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're much more than that. You can use them to ask questions, make decisions based on specific conditions, and perform calculations.

The CreateDate field will display the date and / or time that the document was created.

1. Position the insertion point where you want the date to appear.
2. Select **Insert > Text Group > Quick Parts** [down arrow] > **Field**. You can narrow the fields displayed by choosing the Category **Date & Time**.
3. Select CreateDate and select the date format you wish to use (if the date format you need is not listed, see the section in this guide "Changing the date format").
4. Click **OK**.



Tip: To create the field manually, press **CTRL+F9**, type "CreateDate" and type the required syntax between the brackets (see "Changing the date format" in this guide for examples).

Changing the date format

If the format you want is not displayed you can modify it in the Date formats field.

1. Select the format closest to the one you want.
2. Add any manual amendments using the following syntax.

dddd	Day displayed in full (e.g. Wednesday, Thursday, etc.)
ddd	Day displayed abbreviated (e.g. Wed, Thu, etc.)
MMMM	Month displayed in full (e.g. January, February etc.)
MMM	Month displayed abbreviated (e.g. Jan, Feb, etc)
yy	Year displayed as 2 digits (e.g. 20, 21, etc)
YYYY	Year displayed as 4 digits (e.g. 2020, 2021, etc.)
HH	Hour displayed as two digits (e.g. 09, 10, 11, etc)
H	Hour displayed as one or two digits (e.g. 8, 9, 10, 11, etc)
mm	Minutes displayed two digits (e.g. 09, 10, 11, etc)
m	Minutes displayed as one or two digits (e.g. 8, 9, 10, etc)
ss	Seconds displayed two digits (e.g. 09, 10, 11, etc)
s	Seconds displayed as one or two digits (e.g. 8, 9, 10, etc)

So: **dddd, d MMMM yy: h:m** would display Monday, 6 July: 10:15

Tip: You can enter days, years, hours and seconds in Upper or Lowercase. Months must be typed in uppercase and minutes in lowercase.

Tip: You can include text in the field if required.

For example: **d MMMM yyyy 'at' HH:mm 'hours'** would display **4 July 2020 at 10:20 hours**.

Notice the single quotes around the text to be included.

