

## Application: Word – Working with Fields

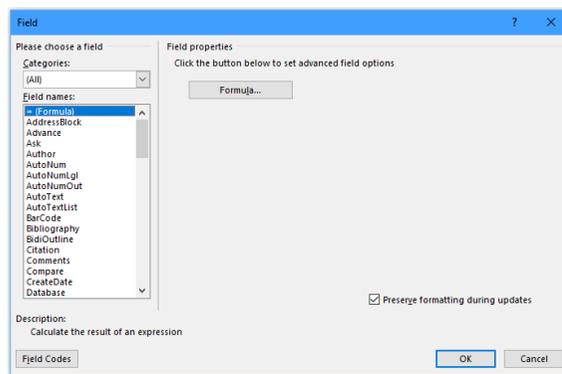
Fields in Word are placeholders that store and display data. They perform simple tasks. Some examples are fields that insert the current date into a document, insert the current page number or number of pages in a document, or perform a calculation within the text of the document.

What makes fields powerful is that they often have switches and other options which control how the field behaves or the result is displayed.

This document explains how to access and use fields. Other Shared Expertise Documents cover individual fields in detail.

### Inserting a Field

1. Position the insertion point where you want the field to appear.
2. Select **Insert > Text Group > Field**. The following dialog will be displayed.



3. Use the **Categories** Drop down list to see groups of related fields.
4. Select the field you want to use.

5. You can then specify any further information required. For example: Syntax (for a formula for example), Field codes and Switches (to display the result in upper or lower case for example) and Options specific to the field type.
6. Select the required options and click on **OK**.

### Editing Fields in a document

1. To make changes to the field (options, etc), **right click** on the field and select **Edit Field**. The Field dialog box will be displayed.

### Showing Fields in a document

It isn't always immediately apparent where the field appears in the document. You can ensure that all fields are highlighted in grey either all the time or when you move the mouse over it.

1. Select **File > Options > Advanced**. Move to the **Show Document Content**. Change the option from the **Field Shading** drop down list.



2. You can select to see the field highlighted in grey **When selected** (or when the mouse moves over it) **Never** highlighted or **Always** highlighted.

**Tip:** The shading on the field only appears on the screen. It is not printed.



## Displaying the Field Code

It is possible to view the field code rather than the result or to display all field codes rather than their values.

1. To view a specific field code, right click on the field and select **Toggle Field Codes**.
2. To view all field codes, select **File > Options > Advanced**. Move to the **Show Document Content** section and select show field codes instead of their values.

## Updating Field codes

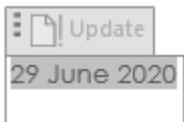
To update fields at any point or If your field hasn't updated automatically you can update them at any point or you can update all field codes in the document in one go.

1. To update a specific field, **right click** on the field and select **Update Field** or press **F9**.
2. To update all fields in a document press **CTRL+A** to select the entire document, press **right click** and select Update Field or press F9.

## Locking a Field

You can lock a field to make sure it does not get updated automatically.

1. Select the field, (if necessary pressing **Update** first), press **CTRL+F11**. (Note the Update option is now greyed out.)



2. To unlock press **CTRL+Shift+F11**.

## Unlinking a field code

1. To convert a field to text Press **CTRL+Shift+F9**. The field will be unlinked and will no longer be updated.

## Locking a Field

You can lock a field to make sure it does not get updated automatically.

1. Select the field, (if necessary pressing **Update** first).
2. Press **CTRL+F11**. If you right click on the field now the Update option will be greyed out.
3. To unlock the field press **CTRL+Shift+F11**.

**Tip:** If you want to lock all fields in the document press **CTRL+A** to select the entire document first.

**Tip:** You can still toggle and edit the field when it is locked it just won't update its value.

## Entering and Editing Fields Manually

Once you are familiar with fields you may want to enter some of them manually.

1. Press **CTRL F9** at the point where you want to insert the Field.
2. The required brackets will be inserted - {}
3. Type the field name and any syntax or options.
4. Alternatively press **ALT F9** to make display the field code and make any changes.

