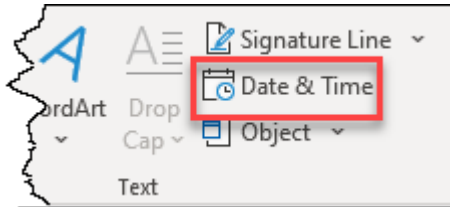


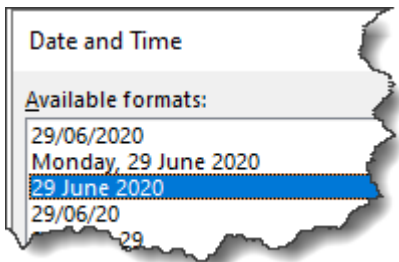
Application: Word – Fields - Date & Time

Word fields are placeholders that store and display data. Inserting Today's Date/Time is a frequently used field.

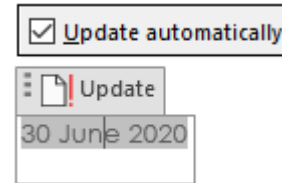
1. Position the insertion point where you want to the date and time to appear.
2. Select **Insert > Text Group > Date and Time**



3. You will be presented with a choice of formats. Select the one you want to use



4. To make the chosen format the default, click on the **Set as Default** button at the bottom of the dialog box.
5. Choose whether you want the date (and time) to update automatically by selecting or deselecting the **Update automatically** check box.



- a. If you don't select to **Update automatically** the date will be inserted into the document as text and not a field. It will not update when you next open the document and you would need to manually update it.
 - b. If you select to **Update automatically** the date will be inserted as a field. It will also automatically update each time you open the document.
6. Click on **OK**.
 7. The current date (and time if the format includes it) will be inserted into the document.

Tip: You can also insert the Date and Time field using **Insert > Quick Parts > Fields > CreateDate** option

