

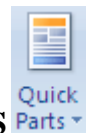
Inserting Fields

Fields are an efficient way to maintain frequently updated information. Whether it is your document filename, the last date your document was saved, the total number of pages, or the initials of the user who created the document, you can insert a field for virtually any kind of information. Word will then automatically update the information in your fields as changes occur within the document. You can insert fields into a header or footer or anywhere else in your document.

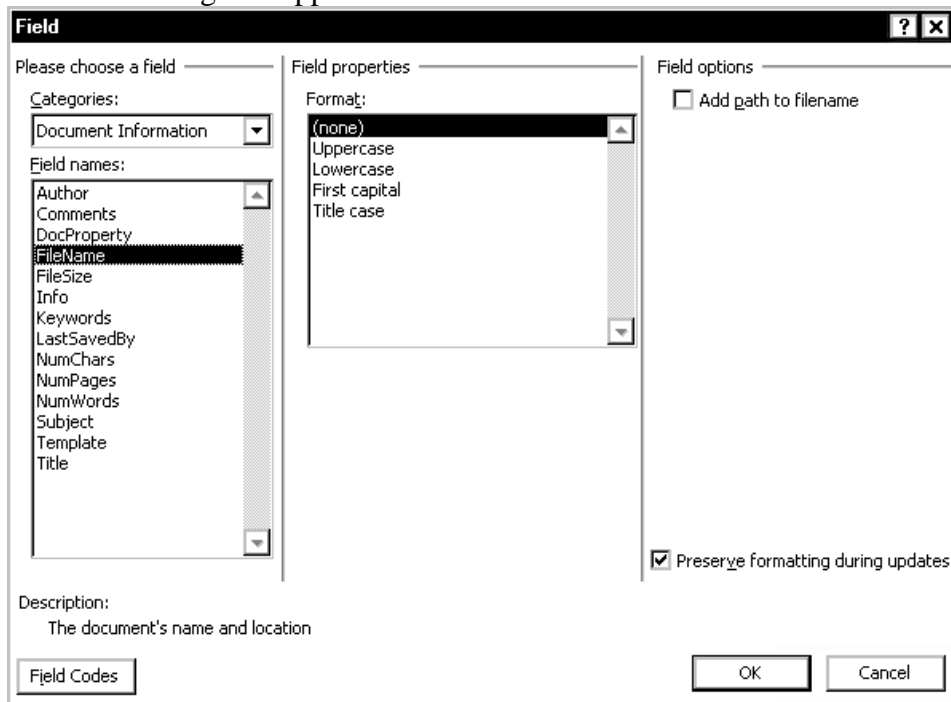
Inserting the FileName Field

You can create a field that will insert the document's name and location.

1. Place the insertion point where you want the field to appear
2. From the *Ribbon*, select the **Insert** tab



3. In the *Text* group, click **QUICK PARTS** » select **Field...**
The *Field* dialog box appears.

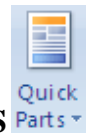
The Field dialog box is shown with three main sections: 'Please choose a field', 'Field properties', and 'Field options'.
- 'Please choose a field': Categories dropdown is set to 'Document Information'. Field names list includes Author, Comments, DocProperty, **FileName** (highlighted), FileSize, Info, Keywords, LastSavedBy, NumChars, NumPages, NumWords, Subject, Template, and Title.
- 'Field properties': Format dropdown is set to '(none)'. Other options include Uppercase, Lowercase, First capital, and Title case.
- 'Field options': 'Add path to filename' checkbox is unchecked. 'Preserve formatting during updates' checkbox is checked.
- Description: 'The document's name and location'.
- Buttons: 'Field Codes', 'OK', and 'Cancel'.

4. From the *Categories* pull-down list, select **Document Information**
5. From the *Field names* scroll box, select **FileName**
6. OPTIONAL: To include the path (location) of the file in the filename field, from the *Field options* section, select **Add Path to Filename**
7. To close the *Field* dialog box, click **OK**

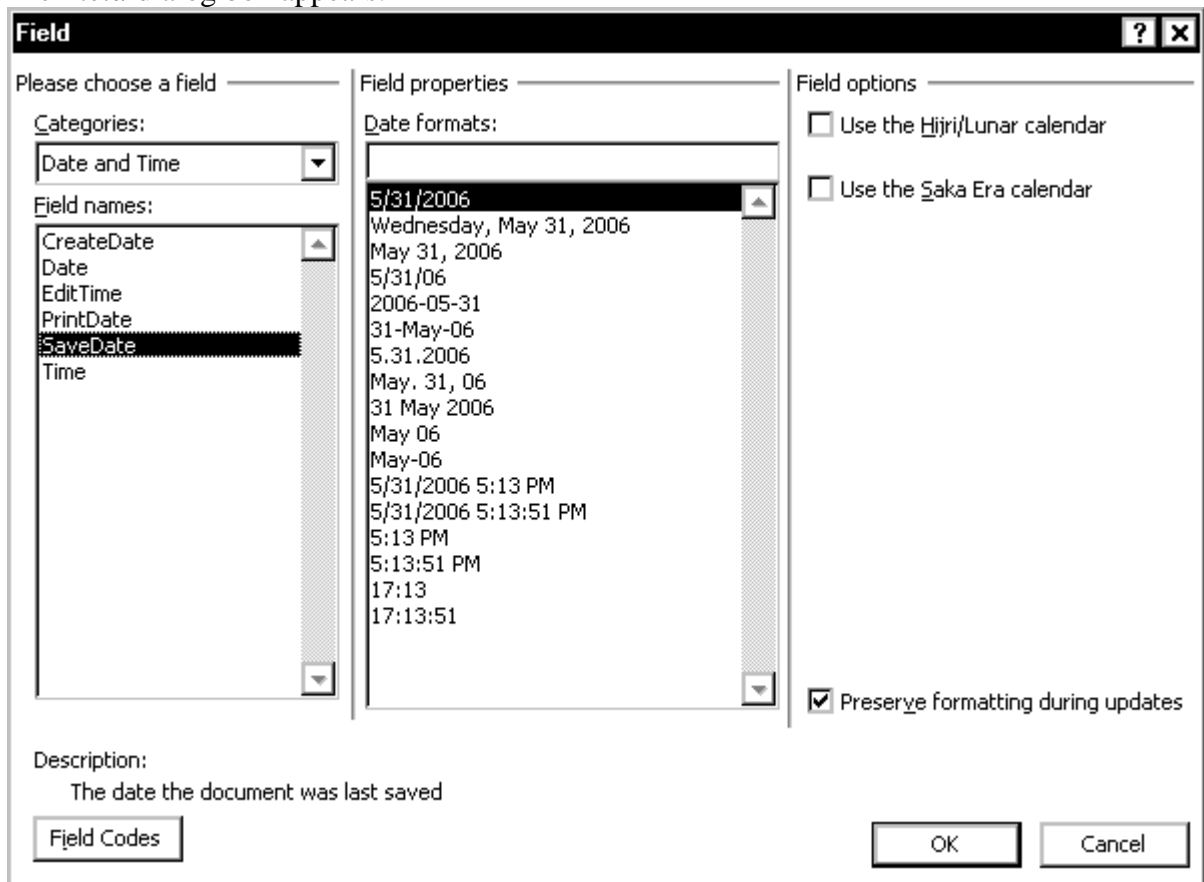
Inserting the SaveDate Field

You can create a field that will insert the date and time the document was last saved.

1. Place the insertion point where you want the field to appear
2. From the *Ribbon*, select the **Insert** tab



3. In the *Text* group, click **QUICK PARTS** » select **Field...**
The *Field* dialog box appears.

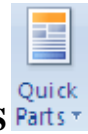


4. From the *Categories* pull-down list, select **Date and Time**
5. From the *Field names* scroll box, select **SaveDate**
6. Under *Field properties*, select the desired format
7. To close the *Field* dialog box, click **OK**

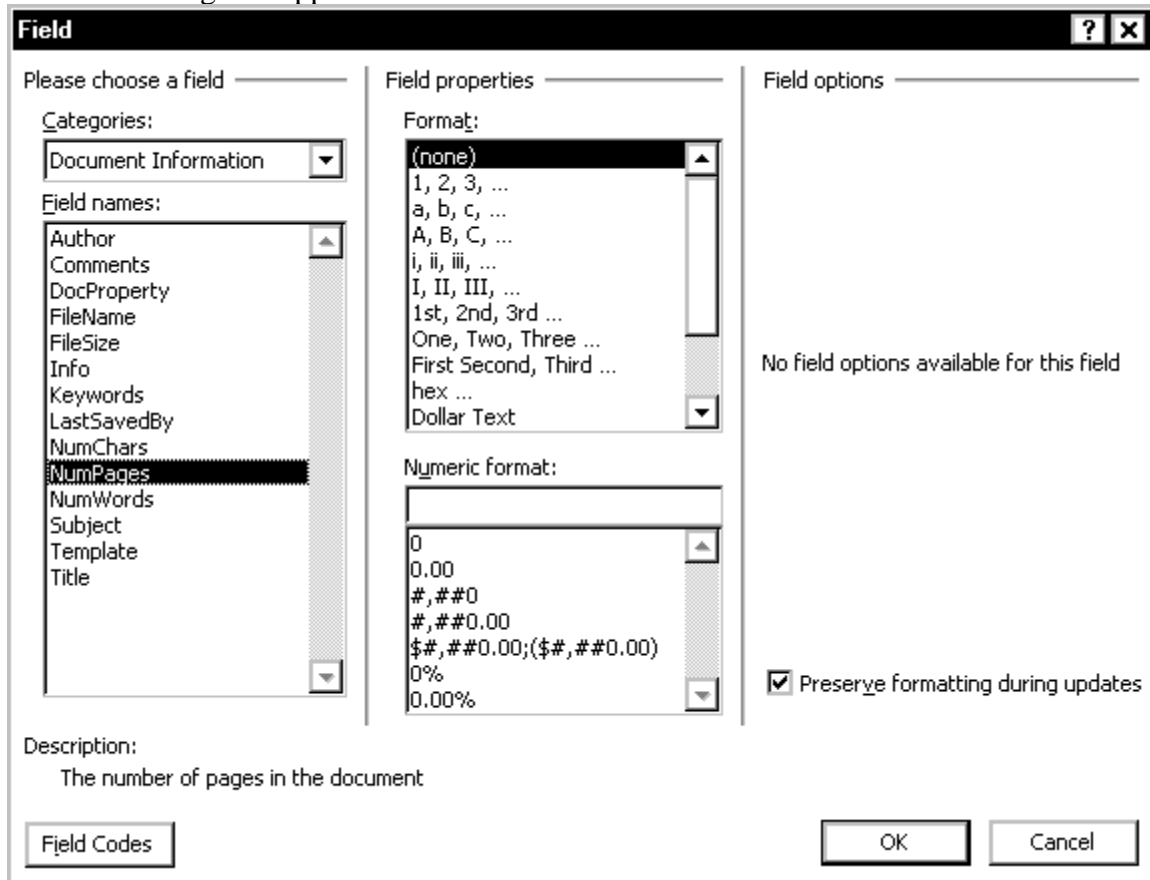
Inserting the NumPages Field

You can create a field that will insert the total number of pages in the document.

1. Place the insertion point where you want the field to appear
2. From the *Ribbon*, select the **Insert** tab



3. In the *Text* group, click **QUICK PARTS** » select **Field...**
The *Field* dialog box appears.

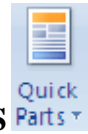
The "Field" dialog box is shown with three main sections: "Please choose a field", "Field properties", and "Field options".
- "Please choose a field": A "Categories:" dropdown menu is set to "Document Information". Below it is a "Field names:" list box containing: Author, Comments, DocProperty, FileName, FileSize, Info, Keywords, LastSavedBy, NumChars, NumPages (highlighted), NumWords, Subject, Template, Title.
- "Field properties": A "Format:" list box contains: (none), 1, 2, 3, ..., a, b, c, ..., A, B, C, ..., i, ii, iii, ..., I, II, III, ..., 1st, 2nd, 3rd ..., One, Two, Three ..., First Second, Third ..., hex ..., Dollar Text. Below it is a "Numeric format:" list box containing: 0, 0.00, #,##0, #,##0.00, \$#,##0.00;(\$#,##0.00), 0%, 0.00%.
- "Field options": A checkbox labeled "Preserve formatting during updates" is checked. The text "No field options available for this field" is displayed.
At the bottom, there is a "Field Codes" button on the left, and "OK" and "Cancel" buttons on the right. A "Description:" field at the bottom left contains the text "The number of pages in the document".

4. From the *Categories* pull-down list, select **Document Information**
5. From the *Field names* scroll box, select **NumPages**
6. To change type of numbering displayed, under *Field properties*, in the *Format* scroll list, select the desired type
EXAMPLE: Select **I, II, III**
7. To close the *Field* dialog box, click **OK**

Inserting the UserInitials Field

You can create a field that will insert your user initials.

1. Place the insertion point where you want the field to appear
2. From the *Ribbon*, select the **Insert** tab




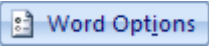
3. In the *Text* group, click **QUICK PARTS** » select **Field...**
The *Field* dialog box appears.

A screenshot of the "Field" dialog box in Microsoft Word. The dialog box has a title bar with a question mark and a close button. It is divided into three main sections: "Please choose a field", "Field properties", and "Field options".
- "Please choose a field": Contains a "Categories:" dropdown menu set to "User Information" and a "Field names:" list box containing "UserAddress", "UserInitials" (which is selected), and "UserName".
- "Field properties": Contains a "New initials:" text box and a "Format:" list box with options: "(none)", "Uppercase", "Lowercase", "First capital", and "Title case".
- "Field options": Contains a checkbox labeled "Preserve formatting during updates" which is checked. Below this, it says "No field options available for this field".
At the bottom, there is a "Field Codes" button on the left and "OK" and "Cancel" buttons on the right. A "Description:" field at the bottom left contains the text "Initials from Tools Options User Info".

4. From the *Categories* pull-down list, select **User Information**
5. From the *Field Names* scroll box, select **UserInitials**
6. Under *Field properties*, select the desired format
7. To apply the changes and close the *Field* dialog box, click **OK**

To make changes to User Information:

NOTE: Changes to the user initials or name will affect all documents; changes to the user address can be applied to all documents, or just the active document.

1. From the OFFICE BUTTON , click **WORD OPTIONS**  the *Word Options* dialog box appears.
2. To change the user initials or name,
 - a. From the *Categories* list, select ***Popular***
 - b. From the *Personalize your copy of Microsoft Office* section, make the appropriate changes
3. To change the user address,
 - a. From the *Categories* list, select ***Advanced***
 - b. From the *General* group, in the *Mailing address* text box, type the desired address
4. Click **OK**

These documents are based on and developed from information published in the LTS Online Help Collection (www.uwec.edu/help) developed by the University of Wisconsin-Eau Claire and copyrighted by the University Of Wisconsin Board Of Regents. Used by permission.