

## Summary of Word Fields

Many documents you may create contain information such as the date, writer or reviewer, or page number, which need to be updated frequently if typed by hand. Word provides the option of creating fields, which automatically update selected information. In Word, many fields are available for insertion into a document. Although not every field is summarized here, the most commonly used fields are listed below. For more information about using fields in your documents, refer to Inserting Fields.

### Date and Time

The following fields insert date and time information.

Field Name	Inserts...
<b>CreateDate</b>	The date the document was created
<b>Date</b>	Today's date
<b>EditTime</b>	The total document editing time
<b>PrintDate</b>	The date the document was last printed
<b>SaveDate</b>	The date the document was last saved
<b>Time</b>	The current time

### Document Information

The following fields insert general information about the document and data gathered from *Summary* information. For information on creating or editing a document summary, refer to Viewing or Editing Summary Information.

Field Name	Inserts...
<b>Author</b>	The name of the document's author from <i>Summary</i> information
<b>Comments</b>	The comments from <i>Summary</i> information
<b>DocProperty</b>	Inserts the value of the selection from the


### *Property scroll list*

<b>FileName</b>	The document's filename
<b>FileSize</b>	The size on disk of the active document
<b>Info</b>	The data from <i>Summary</i> information
<b>Keywords</b>	The keywords from <i>Summary</i> information
<b>LastSavedBy</b>	The name of the user who last saved the document
<b>NumChars</b>	The number of characters in the document
<b>NumPages</b>	The number of pages in the document
<b>NumWords</b>	The number of words in the document
<b>Subject</b>	The document's subject from <i>Summary</i> information
<b>Template</b>	The name of the template attached to the document
<b>Title</b>	The document's title from <i>Summary</i> information

## **Viewing or Editing Summary Information**

Below is a brief guide to making *Summary* information changes. For more complete instructions, refer to Working with File Properties.




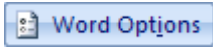
1. From the OFFICE BUTTON , select the **Prepare » Properties**  
The *Document Properties* pane appears below the *Ribbon*.  
Any existing summary information appears in the appropriate fields of the *Properties* pane.
2. In the text boxes, make the appropriate changes
3. To close the *Properties* pane, once finished, click ✕

# User Information

The following fields insert information gathered from the *User Information*:

Field Name	Inserts...
UserAddress	The address from <i>Advanced Word Options</i>
UserInitials	The initials from <i>Personalize your copy of Office</i>
UserName	The name from <i>Personalize your copy of Office</i>

## Viewing or Editing User Information

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. In 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. In the *General* section, in the *Mailing address* text box, type the desired address
4. Click **OK**

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