Blank Doc, password protected.

Examples

**{** DATE \@ "dddd, MMMM d" **}** displays **Saturday, November 26**

**{** DATE \@ "h:mm am/pm, dddd, MMMM d" **}** displays **10:00 AM, Saturday, November 26**

## Syntax

When you view the Date field code in your document, the syntax looks like this:

**{** DATE [ \@ "Date-Time Picture"] [*Switches*] **}**

# Insert fields

Inserting fields can give you precise control over dynamic text in your document. Fields are an important part of Word, but it’s good to know that many fields are inserted for you through built-in commands and features. For example, fields are at work when you insert page numbers or create a table of contents. In these cases, it’s probably simpler to let Word automatically add them for you. Fields are most useful when you need placeholders for data that might change in your document and for creating form letters or labels in mail-merge documents.

These steps work for inserting any field code in Word. For information about a particular field, see [Field codes in Word](https://support.office.microsoft.com/client/Field-codes-in-Word-1ad6d91a-55a7-4a8d-b535-cf7888659a51).

1. Click where you want to insert a field.

**Tip**   If you know the field code for the field that you want to insert, you can type it directly in your document. First press CTRL+F9, and then type the code within the brackets.

1. Click **Insert** > **Quick Parts** > **Field**.  
   