#### Date and time formatting

date-and-time-formatting-switch:  
\@ [ " ] switch-argument [ " ]

A date-and-time-formatting-switch specifies the [format](format.docx) of a date or time result. [Note: This switch is sometimes called a [picture](picture.docx) switch because it allows the use of symbols to represent the [format](format.docx) of the field result. end note] If the [result](result.docx) of a field is not a date or time, this switch has no effect.

Quotation marks are required around switch-argument if it contains white space; otherwise, they are optional.

If no date-and-time-formatting-switch is present, a date or time [result](result.docx) is formatted in an implementation-defined manner.

A date and time switch-argument is made up of a series of [picture](picture.docx) items.

|  |  |
| --- | --- |
| Date and Time Formatting Picture Items | |
| Picture Item | Description |
| d | Formats the day of( the week or day of the month as a number without a leading 0 for single-digit days. |
| dd | Formats the day of the week or day of the month as a number with a leading 0 for single-digit days. |
| ddd | Formats the day of the week or month in its abbreviated form according to the language specified by the [lang](lang.docx) element (§) on the run containing the field instructions. |
| dddd | Formats the day of the week as its full name according to the language specified by the [lang](lang.docx) element (§) on the run containing the field instructions. |
| M | Formats the month as a number without a leading 0 for single-digit months. |
| MM | Formats the month as a number with a leading 0 for single-digit months. |
| MMM | Formats the month in its abbreviated form according to the language specified by the [lang](lang.docx) element (§) on the run containing the field instructions. |
| MMMM | Formats the month as its full name according to the language specified by the [lang](lang.docx) element (§) on the run containing the field instructions. |
| yy | Formats the year as two digits with a leading 0 for years 0–9. |
| yyyy | Formats the year as four digits. |

In the following time formats, a lowercase h indicates that time is based on a 12-hour clock, while uppercase H indicates time is based on a 24-hour clock.

|  |  |
| --- | --- |
| [Time Formatting Picture Items](mk:@MSITStore:d:\\MOffice\\OFFICE11\\1033\\wdmain11.chm::/html/worefDateTimePicture1.htm" \l "#) | |
| [Picture Item](mk:@MSITStore:d:\\MOffice\\OFFICE11\\1033\\wdmain11.chm::/html/worefDateTimePicture1.htm" \l "#) | [Description](mk:@MSITStore:d:\\MOffice\\OFFICE11\\1033\\wdmain11.chm::/html/worefDateTimePicture1.htm" \l "#) |
| [h or H](mk:@MSITStore:d:\\MOffice\\OFFICE11\\1033\\wdmain11.chm::/html/worefDateTimePicture1.htm" \l "#) | [Formats the hour without a leading 0 for single-digit hours.](mk:@MSITStore:d:\\MOffice\\OFFICE11\\1033\\wdmain11.chm::/html/worefDateTimePicture1.htm" \l "#) |
| [hh or HH](mk:@MSITStore:d:\\MOffice\\OFFICE11\\1033\\wdmain11.chm::/html/worefDateTimePicture1.htm" \l "#) | [Formats the hour with a leading 0 for single-digit hours.](mk:@MSITStore:d:\\MOffice\\OFFICE11\\1033\\wdmain11.chm::/html/worefDateTimePicture1.htm" \l "#) |
| [m](mk:@MSITStore:d:\\MOffice\\OFFICE11\\1033\\wdmain11.chm::/html/worefDateTimePicture1.htm" \l "#) | [Formats the minutes without a leading 0 for single-digit minutes.](mk:@MSITStore:d:\\MOffice\\OFFICE11\\1033\\wdmain11.chm::/html/worefDateTimePicture1.htm" \l "#) |
| [mm](mk:@MSITStore:d:\\MOffice\\OFFICE11\\1033\\wdmain11.chm::/html/worefDateTimePicture1.htm" \l "#) | [Formats the minutes with a leading 0 for single-digit minutes.](mk:@MSITStore:d:\\MOffice\\OFFICE11\\1033\\wdmain11.chm::/html/worefDateTimePicture1.htm" \l "#) |
| [am/pm or AM/PM](mk:@MSITStore:d:\\MOffice\\OFFICE11\\1033\\wdmain11.chm::/html/worefDateTimePicture1.htm" \l "#) | [Formats using an am/AM or pm/PM suffix.](mk:@MSITStore:d:\\MOffice\\OFFICE11\\1033\\wdmain11.chm::/html/worefDateTimePicture1.htm" \l "#) |

|  |  |
| --- | --- |
| Miscellaneous Formatting Picture Items | |
| Picture Item | Description |
| Other character | Includes the specified character in the [result](result.docx) at that position. [Note: Commonly used characters are colon (:), hyphen (-), asterisk (\*), slash (/), and space. end note] |
| '[text](text.docx)' | Includes text in the result. |
| `numbered-item` | Includes, in Arabic numerals, the number of the preceding item numbered as a [caption](caption.docx) or resulting from a [SEQ](SEQ.docx) field (§). numbered-item shall be the same name as identifier in that [SEQ](SEQ.docx) field. |

[Example: When updated in a US-English context on the date and time shown below, the following fields produced these results:

|  |  |
| --- | --- |
| [DATE](DATE.docx) \@ "M/d/yyyy" | 1/3/2006 |
| [DATE](DATE.docx) \@ "dddd, MMMM dd, yyyy" | Tuesday, January 03, 2006 |
| [DATE](DATE.docx) \@ "MMMM d, yyyy" | January 3, 2006 |
| [DATE](DATE.docx) \@ "M/d/yy" | 1/3/06 |
| [DATE](DATE.docx) \@ "yyyy-MM-dd" | 2006-01-03 |
| [DATE](DATE.docx) \@ "d-MMM-yy" | 3-Jan-06 |
| [DATE](DATE.docx) \@ "M.d.yyyy" | 1.3.2006 |
| [DATE](DATE.docx) \@ "MMM. d, yy" | Jan. 3, 06 |
| [DATE](DATE.docx) \@ "d MMMM yyyy" | 3 January 2006 |
| [DATE](DATE.docx) \@ "MMMM yy" | January 06 |
| [DATE](DATE.docx) \@ "MMM-yy" | Jan-06 |
| [DATE](DATE.docx) \@ "M/d/yyyy h:mm am/pm" | 1/3/2006 5:28 PM |
| [DATE](DATE.docx) \@ "M/d/yyyy h:mm:ss am/pm" | 1/3/2006 5:28:34 PM |
| [DATE](DATE.docx) \@ "h:mm am/pm" | 5:28 PM |
| [DATE](DATE.docx) \@ "h:mm:ss am/pm" | 5:28:34 PM |
| [DATE](DATE.docx) \@ "HH:mm" | 17:28 |
| [DATE](DATE.docx) \@ "'Today is 'HH:mm:ss" | Today is 17:28:34 |

end example]