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| **Using { Fields } in Microsoft Word**  by Charles Kyle Kenyon, Esq.  Last updated Wednesday, April 14, 2021.  There are no promises that this chapter is of the same quality and depth as the other chapters of this guide. That is because it was written by a single author not working with Microsoft and not subject to peer review. You will not find this chapter on the Microsoft site. Comments are welcome.  You may want at least skim the [bookmarks](http://addbalance.com/usersguide/complex_documents.htm" \l "Bookmarks" \t "_blank) and [cross-reference](http://addbalance.com/usersguide/complex_documents.htm" \l "Crossreference" \t "_blank) portions of [Complex Legal Documents](http://addbalance.com/usersguide/complex_documents.htm" \l "bookmarks) before tackling this chapter. (Cross-references are one type of field.)  **What You Will Learn**  After completing this lesson, you will be able to:   |  |  | | --- | --- | | bullet | [See field codes](http://addbalance.com/usersguide/fields.htm#Display) and hide them | | bullet | Use [Function and ShortCut keys](http://addbalance.com/usersguide/fields.htm" \l "Function) to manipulate fields. | | bullet | [Find fields](http://addbalance.com/usersguide/fields.htm#FindingFields) in a document using Find. | | bullet | [Type a field](http://addbalance.com/usersguide/fields.htm#typefields) from the keyboard and have it work. | | bullet | [Copy a field from a newsgroup](http://addbalance.com/usersguide/fields.htm#newsgroup) or email message or book and have it work. | | bullet | Know and use the [difference between the MERGEFORMAT and CHARFORMAT](http://addbalance.com/usersguide/fields.htm" \l "Charformat) switches. | | bullet | Insert a [date field](http://addbalance.com/usersguide/fields.htm" \l "DATE). | | bullet | Insert [calculated date fields](http://addbalance.com/usersguide/fields.htm" \l "CalculatedFields). | | bullet | Insert a [page number](http://addbalance.com/usersguide/fields.htm" \l "Pagination). | | bullet | Use the different [Pagination](http://addbalance.com/usersguide/fields.htm" \l "Pagination) fields | | bullet | Insert a [calculation field](http://addbalance.com/usersguide/fields.htm" \l "CalculatedFields" \o "calculation field Word help). | | bullet | Insert a conditional [(IF) field](http://addbalance.com/usersguide/fields.htm#IF_field). | | bullet | Insert the [name of the file (FILENAME)](http://addbalance.com/usersguide/fields.htm" \l "FILENAME) with the path or not. | | bullet | Apply field [switches](http://addbalance.com/usersguide/fields.htm" \l "Switch) to change how the field result appears on the page. | | bullet | Insert document information (properties) in your document body or headers and footers. | | bullet | Use a [StyleRef](http://addbalance.com/usersguide/fields.htm" \l "STYLEREF) field to copy information from the body to headers and footers. | | bullet | Use a [StyleRef](http://addbalance.com/usersguide/fields.htm" \l "STYLEREF0) field instead of a Cross-Reference field. | | bullet | Know that a StyleRef field will not work with [hidden text](http://addbalance.com/usersguide/fields.htm" \l "StyleRefHidden" \o "fields Word help StyleRef hidden text). | | bullet | Use an [ASK](http://addbalance.com/usersguide/fields.htm" \l "ASK) field, [bookmarks](http://addbalance.com/usersguide/fields.htm" \l "Bookmarks) and related [cross-references](http://addbalance.com/usersguide/fields.htm" \l "crossreferences). | | bullet | Know where to find information on the [Advance field](http://addbalance.com/usersguide/fields.htm" \l "Advance" \o "Advance Field in Word). | | bullet | Use AutoText entries for insertion of fields | | bullet | Use a [MacroButton](http://addbalance.com/usersguide/fields.htm" \l "MacroButton) field for a simple user prompt. | | bullet | Use a MacroButton field to run a macro that you record. | | bullet | Use a [MacroButton](http://addbalance.com/usersguide/fields.htm" \l "MacroButton) field to make a templates menu document. | | bullet | Create [dictionary-style headers / footers](http://addbalance.com/usersguide/fields.htm" \l "STYLEREF) describing page contents. | | bullet | [Convert field codes](http://addbalance.com/usersguide/fields.htm#field_codes) to ordinary text to discuss using email or online forums | | bullet | Use multiple [Sequence fields](http://addbalance.com/usersguide/fields.htm" \l "SequenceFields) in a document for pleadings or sequentially numbered tickets | | bullet | Use [vba](http://addbalance.com/usersguide/fields.htm" \l "vba) (Visual Basic for Applications -- Macros) to insert a nested field | | bullet | Insert [Bar Codes](http://addbalance.com/usersguide/fields.htm" \l "BarCode) using a field |   **Other Chapters Related to Topics Covered in this Lesson**   |  |  | | --- | --- | | bullet | [Numbering](http://addbalance.com/usersguide/numbering.htm#SequenceFields) - Sequence Fields | | bullet | [Complex Documents](http://addbalance.com/usersguide/complex_documents.htm) (Tables of Contents, Authorities, Figures, Footnotes, Endnotes, Bookmarks, Cross-References) | | bullet | [Sections](http://addbalance.com/usersguide/sections2007.htm#PageNumbers) - Page Numbering Fields |   **Additional Written (and Web) Resources**   |  |  | | --- | --- | | bullet | Microsoft Support - [Fields Reference](https://support.office.com/en-us/article/list-of-field-codes-in-word-1ad6d91a-55a7-4a8d-b535-cf7888659a51?ocmsassetID=HA102110133&CorrelationId=327628f7-94a0-4418-9dfb-2577f34f5015&ui=en-US&rs=en-US&ad=US" \o "Fields - Microsoft Word) - this is a great place to get a handle on fields or find a field. Organized by category and by field. | | bullet | Microsoft Support - [Fields Switches](http://support.microsoft.com/support/word/usage/fields/GeneralSwitches.asp" \o "Fields - Microsoft Word - switches" \t "_blank) | | bullet | Microsoft Support - [Insert, Edit, and View Fields in Word](https://support.office.com/en-us/article/insert-edit-and-view-fields-in-word-c429bbb0-8669-48a7-bd24-bab6ba6b06bb" \o "Fields Word Help Edit View" \t "_blank) | | bullet | Microsoft Support - [Insert and Format Field Codes in Word 2010](http://office.microsoft.com/en-us/word-help/insert-and-format-field-codes-in-word-2010-HA101830917.aspx" \o "Fields - Microsoft Word 2010" \t "_blank) | | bullet | [Formatting Word Fields with Switches](http://www.gmayor.com/formatting_word_fields.htm)by Graham Mayor, MVP | | bullet | [Working with Fields and Forms (in Word 2013) by Faithe Wempen](http://www.quepublishing.com/articles/article.aspx?p=2027853&seqNum=1) | |  | bullet[Inserting Fields](http://www.quepublishing.com/articles/article.aspx?p=2027853&seqNum=2) | |  | bullet[Selecting the Right Field](http://www.quepublishing.com/articles/article.aspx?p=2027853&seqNum=3) | |  | bullet[Updating and Editing Fields](http://www.quepublishing.com/articles/article.aspx?p=2027853&seqNum=4) | |  | bullet[Formatting Fields](http://www.quepublishing.com/articles/article.aspx?p=2027853&seqNum=5) | | bullet | [Fields Documentation](http://bettersolutions.com/word/WOO733/ML647313532.htm) (IMO better than Microsoft's) Better Solutions | | bullet | The [mailmerge.fields](news://msnews.microsoft.com/microsoft.public.word.mailmerge.fields" \o "Mailmerge Fields - Microsoft Word) newsgroup on the Microsoft news server. | | bullet | MVP [FAQ index](http://www.wordmvp.com/FAQs/TablesFieldsForms.htm" \l "Fields" \o "Fields - Microsoft Word" \t "_blank) Fields | | bullet | [Fields Revealed](http://www.microsystems.com/Fields_Revealed.htm) by Sherry Kappel of [Microsystems](http://addbalance.com/usersguide/third_party_directory.htm" \t "_self). | | bullet | [How to hide a "Print" command button on a Form so that it doesn't print](http://www.wordmvp.com/FAQs/TblsFldsFms/HidePrintButton.htm) by Ibby | | bullet | [Repeating Data](http://gregmaxey.com/word_tip_pages/repeating_data.html) - entering once and having it show up elsewhere! by Greg Maxey, MVP | | bullet | [Repeating Data Using Document Property Content Controls and Other Mapped Content Controls](http://addbalance.com/word/MappedControls.htm) - Charles Kenyon | | bullet | [Toggling Data Display Using MacroButton Fields](http://gregmaxey.com/word_tip_pages/toggle_data_display.html) by Greg Maxey, MVP | | bullet | Microsoft [MailMerge Resource Center](http://support.microsoft.com/support/word/usage/mailmerge/default.asp" \o "Mailmerge Fields - Microsoft Word" \t "_blank) - MS site | | bullet | [How the Behavior of the Word Fields Changes After You Install the Word Update](http://support.microsoft.com/?kbid=330079) KB330079 - Applies to Word 2000 and later - documents FieldCalcSecurityLevel registry key | | bullet | Cindy Meister's Articles from *Office Developer*(now *OfficeVBA*) Magazine:   |  |  | | --- | --- | | bullet | [Word Fields Part I](http://msdn.microsoft.com/en-us/library/aa163918(v=office.10).aspx) : Automate Word Documents With Minimum Code | | bullet | [Word Fields Part II](http://msdn.microsoft.com/en-us/library/aa140197(v=office.10).aspx): Numbering Conundrums | | bullet | [Word Fields Part III](http://homepage.swissonline.ch/cindymeister/WdFlds3.pdf) : (Advanced) Using Events to Push the Envelope (Includes Index Hyperlinks!) | | bullet | [Mail Merge - Part I](http://msdn.microsoft.com/en-us/library/Aa140183) - Introduction and Data Integration | | bullet | [Mail Merge - Part II](http://msdn.microsoft.com/en-us/library/aa140197(v=office.10).aspx) - Employing Word's Field and Formatting Capabilities | |  |  |  | | --- | --- | | bullet | [Mail Merge FAQ](http://www.wordmvp.com/FAQs/index6.html) - MVP site | | bullet | [How to Create A Mail Merge](http://www.wordmvp.com/FAQs/MailMerge/CreateAMailMerge.htm) by Beth Melton, MVP and Dave Rado, MVP | | bullet | [Making Your MailMerge Intelligent using IF Fields](http://www.wordmvp.com/FAQs/MailMerge/MMergeIfFields.htm) by Dave Rado, MVP | | bullet | [Turning Word into a Pseudo-Database Using Mail Merge Query Options](http://www.wordmvp.com/FAQs/MailMerge/MMergeQueryOptions.htm) by Dave Rado, MVP | | bullet | [How to do a mail merge to the printer using VBA, without displaying the Print dialog](http://www.wordmvp.com/FAQs/MailMerge/MergeStraightToPrintrWVBA.htm) by Ibby, MVP | | bullet | Microsoft Webcast - [MailMerge Basics](http://support.microsoft.com/servicedesks/webcasts/wc110200/wcblurb110200.asp" \o "mailmerge Fields - Microsoft Word" \t "_blank) - 45 minutes | | bullet | Microsoft Webcast - [Intermediate MailMerge](http://support.microsoft.com/servicedesks/webcasts/wc121200/wcblurb121200.asp" \o "mailmerge Fields - Microsoft Word" \t "_blank) - 45 minutes | | bullet | [Insert Fields in Word on the Macintosh](https://support.office.com/en-us/article/Insert-fields-in-Word-c429bbb0-8669-48a7-bd24-bab6ba6b06bb) - Microsoft | | bullet | [Word Fields](http://gregmaxey.com/word_tip_pages/word_fields.html) by Greg Maxey | | bullet | [Formatting Word Fields with **Switches** by Graham Mayor, MVP.](http://www.gmayor.com/formatting_word_fields.htm) | | bullet | [Fields - Word Tips](https://word.tips.net/C0024_Fields.html) Allen Wyatt | | bullet | [Working With Field Codes](http://homepage.swissonline.net/cindymeister/mergfaq.htm#Fieldcodes) - Cindy Meister (part of her FAQ on Mail Merge) possibly included in her series of articles above - haven't analyzed | | bullet | [Formatting Word Fields with Switches](http://www.gmayor.com/formatting_word_fields.htm) by Graham Mayor, MVP | | bullet | [Tables of Contents, TOC and TC Fields](http://wordfaqs.ssbarnhill.com/TOCTips.htm) by Suzanne Barnhill, MVP | | bullet | [Word Fields and Relative Paths to External Files](http://windowssecrets.com/forums/showthread.php/154379-Word-Fields-and-Relative-Paths-to-External-Files) by Paul Edstein | | bullet | [Microsoft Word Field Maths Tutorial](http://windowssecrets.com/forums/showthread.php/154369-Microsoft-Word-Field-Maths-Tutorial) by Paul Edstein - must reading for anyone trying to do anything complex with Word fields - backed up under [third-party downloads](http://www.gmayor.com/downloads.htm" \o "Fields Microsoft Word Help fields" \t "_blank) on Graham Mayor's site. | | bullet | [Field Code to String (and back)](http://www.gmayor.com/export_field.htm) by Paul Edstein and Graham Mayor | | bullet | [Page X of Y](http://addbalance.com/word/pagexofy.htm) bugs and Workarounds | | bullet | [How to Control Page Numbering in a Word Document](http://www.wordmvp.com/FAQs/Numbering/PageNumbering.htm) by [Bill Coan, MVP](http://addbalance.com/usersguide/third_party_directory.htm" \l "Coan" \t "_top). Using Fields for Page Numbering - Much more Control - and see also... | | bullet | [How to insert the filename and path on the last page of a document, such that it will be updated automatically if the filename or path changes](http://mvps.org/word/FAQs/TblsFldsFms/UpdateFilename.htm) by [Bill Coan, MVP](http://addbalance.com/usersguide/third_party_directory.htm" \l "Coan" \t "_top). | | bullet | [Understanding Word Field Codes](https://www.techsupportalert.com/pdf/e1182.pdf) by Mike Lewis | | bullet | [Keyboard shortcuts for manipulating fields and dates](http://www.personal-computer-tutor.com/chas5.htm#KeyboardShortcuts) by Charles Kenyon | | bullet | [Customizing Your Table of Contents with Switches](http://wordfaqs.ssbarnhill.com/TOCSwitches.htm) by Suzanne S. Barnhill, MVP. | | bullet | The **{**=**}** Field - [Formula Field](http://support.microsoft.com/support/word/usage/fields/formula.asp" \o "Calculation Equation Fields - Microsoft Word" \t "_blank) - Documentation on MS site | | bullet | [MacroButton Fields - not just for macros anymore!](http://addbalance.com/usersguide/fields.htm#MacroButton) by Charles Kenyon | | bullet | [Using MacroButton Fields](http://www.wordmvp.com/FAQs/TblsFldsFms/UsingMacroButton.htm) by Graham Mayor, Jonathan West and Hak-lok NG | | bullet | [Using {MacroButton} fields to insert information from the Outlook Address Book into documents such as letters](http://www.wordmvp.com/FAQs/TblsFldsFms/InsertAdrsWMacroFld.htm) by Graham Mayor, MVP | | bullet | [Using Addin Fields](http://www.wordmvp.com/FAQs/TblsFldsFms/AddinFields.htm) by Hak-lok NG - this is virtually the only documentation available for these fields which accept / hold data which is not visible to the user (like document variables) - they can only be set or read using VBA | | bullet | [StyleRef Field Tutorial](http://addbalance.com/word/download/index.htm#StyleRefTutorial) - two-page download | | bullet | [Using Styles in Letterhead and in Headers and Footers](http://www.personal-computer-tutor.com/chas7.htm) by Charles Kenyon - StyleRef field | | bullet | [Letterhead Textboxes and Styles Tutorial](http://addbalance.com/word/download/index.htm#LetterheadTextboxesAndStylesTutorial) - two page download demonstrating StyleRef and Author fields, among other things | | bullet | [IncludeText Field Tutorial](http://addbalance.com/word/download/index.htm#IncludeTextField) - Ten-page, three-document tutorial with IncludeText links demonstrating switches, interaction of styles, and use of hidden Page field for continuous page numbering of separate documents. Also demonstrates the weird behavior of headers / footers in source document. | | bullet | Macro to replicate contents of a **CheckBox** formfield in place of **{** REF**}** field - download the [Checkboxes Tutorial](http://addbalance.com/word/download/index.htm" \l "CheckboxAddIn" \t "_self) | | bullet | [Conditional Drop-Down Form Fields](http://vbaexpress.com/kb/getarticle.php?kb_id=5) | | bullet | Macro to [update all fields](http://addbalance.com/word/faq_supplement.htm" \l "updatefields" \o "Update Fields - Microsoft Word) in a document, including those in headers and footers - or just all REF fields if you want - See also Greg Maxey's page on Field Macros listed below | | bullet | [Useful StyleRef Field Tricks](http://wordfaqs.ssbarnhill.com/StyleRef.htm) by Suzanne S. Barnhill, MVP | | bullet | [Understanding the Advance Field](http://word.tips.net/T000547_Understanding_the_ADVANCE_Field.html) by Allen Wyatt | | bullet | [Field Macros](http://gregmaxey.com/word_tip_pages/field_macros.html) - Greg Maxey's page on using vba to manipulate fields | | bullet | [Formatting Mailmerge Fields](http://news.office-watch.com/t/n.aspx?a=1545) - Office for Mere Mortals | | bullet | [Relative Addressing of Paths in Fields](http://windowssecrets.com/forums/showthread.php/102080-Relative-Paths-in-Word-Fields-(All)) (for outside files) - thread on Woody's watch on vba programming to achieve this | | bullet | Chapter 16 of [Microsoft Word 2010 In Depth](http://www.amazon.com/exec/obidos/ISBN=0789743116/balancecheckbookA/) by Faithe Wempen | | bullet | Word Fields - WordTips page of tips [Ribbon Interface](http://wordribbon.tips.net/C0690_Fields.html" \t "_blank) - [Menu Interface](http://word.tips.net/C0024_Fields.html" \t "_blank) - More than 100 articles | | bullet | [Field Codes: Not Just for Geeks](http://blogs.office.com/b/microsoft-word/archive/2010/12/03/field-codes-not-just-for-geeks.aspx) | | bullet | [Field Code Reference - Word 2010](http://office.microsoft.com/en-us/word-help/field-codes-in-word-HA102110133.aspx) (Virtually all of the information here applies to earlier versions of Word as well.) | | bullet | [Word Fields – Useful Keyboard Shortcuts – Word Macros and Tips](https://www.thedoctools.com/word-macros-tips/word-tips/word-fields-useful-keyboard-shortcuts/) by Lene Fredborg, MVP | | bullet | [STYLEREF Fields and Language-specific Style Names by Lene Fredborg, MVP](https://www.thedoctools.com/word-macros-tips/word-tips/styleref-fields-and-language-specific-style-names/) | | bullet | [Updating Fields in Word – How it Works by Lene Fredborg, MVP](https://www.thedoctools.com/word-macros-tips/word-tips/updating-fields-in-word-how-it-works/) | | bullet | [How Cross-Reference Fields in Word Work](https://wordaddins.com/support/cross-reference-fields-in-word/) by Lene Fredborg, MVP. | | bullet | [Formatting Cross-References](http://wordfaqs.ssbarnhill.com/FormatCrossReferences.htm) by Suzanne Barnhill, MVP | | bullet | [Conditional Headers and Footers](https://gregmaxey.com/word_tip_pages/conditional_header_footer.html) (Advanced) by Greg Maxey, MVP |      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | bullet | Microsoft Knowledge Base:   |  |  | | --- | --- | | bullet | Using the **{**ASK**}** Field Inside an **{**IF**}** Field - [Article Q211664](http://support.microsoft.com/kb/211664/en-us" \t "_blank) | | bullet | Which Fields get Automatically Updated - and When - [Article 89953](http://support.microsoft.com/kb/89953/en-us" \t "_blank) | | bullet | Which fields are updated when you open, repaginate, or print a document - [Article 211629](https://support.microsoft.com/kb/211629/en-us/" \o "fields microsoft word update" \t "_blank) | | bullet | How to Create Two Page Numbering Schemes In One Document - [Article 212313](http://support.microsoft.com/kb/212313/en-us" \t "_blank) | | bullet | **{**ASK**}**fields and **{**FILLIN**}** fields - double prompts. You are asked twice to answer each field. See the Microsoft Knowledge Base Articles [Q238978](http://support.microsoft.com/kb/238978/en-us) and [Q164547](http://support.microsoft.com/kb/164547/en-us). | | bullet | What happens to field results when you save as text? Article [Q211688](http://support.microsoft.com/kb/211688/en-us). | | bullet | How to Create an Automated Form with Fill-In Fields. Article [Q142213](http://support.microsoft.com/kb/142213/en-us) | | bullet | How to Create a Checked/Blank Check Box Using FILLIN Fields Article [Q95133](http://support.microsoft.com/kb/95133/en-us) | |      |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | bullet | Date Fields - Calculated - Advanced   |  |  | | --- | --- | | bullet | Chris Woodman: <http://www.chriswoodman.co.uk/Delayed%20Dates.htm> | | bullet | [How do I insert a date? Why does it (not) change when I open the document?](http://addbalance.com/word/datefields1.htm) | | bullet | Calculated Dates: [http://www.addbalance.com/word/datefields2.htm](file:///C:\My%20Documents\My%20Webs\addbalance\word\datefields2.htm) (also below) | | bullet | [Calculated Dates](http://www.wopr.com/cgi-bin/w3t/showflat.pl?Cat=&Board=wrd&Number=249902) - zip file - a Word document by Macropod - examples of very complex calculated date fields that you can modify to suit your purposes - alternative [download](http://www.gmayor.com/downloads.htm" \l "Third_party" \t "_blank) site on Graham Mayor's site | |  |  |  | | --- | --- | | bullet | [How to Add Pop-Up Lists to Any Word Document So You Can Click Your Way Through Changes in Seconds](http://www.wordmvp.com/FAQs/TblsFldsFms/AutoTextList.htm) (or how to use the AutoTextList field) by [Bill Coan, MVP](http://addbalance.com/usersguide/third_party_directory.htm" \l "Coan). | | bullet | [Checkboxes Tutorial](http://addbalance.com/word/download/index.htm#CheckboxAddIn) - Add-In - Examines different kinds of checkboxes, allows putting active checkboxes in a document / template that is not protected for forms. | | bullet | Sample Forms   |  |  | | --- | --- | | bullet | [Public Defender Payment Voucher](http://addbalance.com/defense/spd/paymentV.zip) - Summary cover sheet with five time sheets. Extensive use of tables, cross-references, calculated fields. (zip format) | | bullet | [Public Defender Transcript Request Form](http://addbalance.com/defense/SPD/transreq.zip) (based on printed form - wild layout of fields using tables, some use of bookmarks, use of exit macros to control tab order. (zip format) | | | bullet | Sample Templates using fields   |  |  | | --- | --- | | bullet | [ASK fields sample form](http://addbalance.com/word/download/index.htm#Tutorials) Two-Page tutorial uses ASK field in conjunction with bookmarks and REF fields. Latest version also has FILLIN fields for comparison. | | bullet | [UserForm sample](http://addbalance.com/word/download/index.htm#Tutorials) Tutorial with open code. UserForm, bookmarks & cross-references | | bullet | [Gender toolbar Add-In](http://addbalance.com/word/download/index.htm#GenderToolbar) - use of calculated fields based on document property. Fields are inserted using [AutoText](http://addbalance.com/usersguide/autotextautocorrect.htm" \t "_top) from a menu. | | bullet | [CheckBox Global Template](http://addbalance.com/word/download/index.htm#CheckboxAddIn) - Active Checkbox fields that work without a protected form. Open VBA code. | | bullet | [Letterhead System](http://addbalance.com/word/download/index.htm#LetterheadSystem) - uses bookmarks and date fields | | bullet | [Letterhead Textboxes and Styles Tutorial](http://addbalance.com/word/download/index.htm#LetterheadTextboxesAndStylesTutorial) - two-page template download that demonstrates use of   |  |  | | --- | --- | | bullet | textboxes in headers and footers to reserve space for preprinted letterhead | | bullet | Styles that are based on each other and use the style for following paragraph feature | | bullet | Use of the StyleRef field to insert information from the body of a letter into the continuation page headers automatically | | bullet | Insertion of a [date](http://addbalance.com/word/datefields1.htm) automatically that will not change when you open the document at a later date (but can be changed manually) | | bullet | See [How can I get a different header - footer on the second page in Microsoft Word?](http://addbalance.com/word/headersfooters.htm) for more on how this tutorial works. | | | bullet | [Legal Toolbars](http://addbalance.com/word/download/index.htm#Tutorials) - date fields stored as AutoText entries available on drop-down menu | | | bullet | Word Help topics:   |  |  | | --- | --- | | bullet | Dictionary-style headers | | bullet | Fields | |     [Click to return to table of contents page of Legal Users' Guide to Microsoft Word.](http://addbalance.com/usersguide/index-old.htm)[Click to go to Microsoft Word new users frequently asked questions site in a new browser window.](http://addbalance.com/word/index.htm)([this guide table of contents](http://addbalance.com/usersguide/index-old.htm)) ------- ([MS Word New Users FAQ](http://addbalance.com/word/index.htm" \t "_blank))     |  | | --- | | "A field in a Word document is simply a placeholder that contains the instructions for what should go here rather than the text itself."  John McGhie  *"[Word's Numbering Explained](http://www.wordmvp.com/FAQs/Numbering/WordsNumberingExplained.htm" \t "_blank)"* |   **Fields Overview**  You will find fields to be one of your basic tools in preparing document templates that will automatically update themselves to reflect information you want to be in the document. Combining them with AutoText will give you a handy toolbox that you can use in all of your documents.  This chapter is not a total review of fields, but rather a look at the ones that people working in a legal environment (or similar workplace) have found useful.  **How to****type fields in Word**  The **{ }** field delimiters ***can not be typed*** using the braces characters on the keyboard. They are special Word characters that have to be inserted as a pair using [**Ctrl+F9**](http://addbalance.com/usersguide/fields.htm#Function), or Insert => Field... or Insert => Cross Reference... or some other special field insertion command. If you are using **Ctrl+F9** you can either press **Ctrl+F9** first and then type your field or type the field code first, select it, and press **Ctrl+F9**. Once you are done with the field, press **F9** to update the field and display the result.  I call these delimiters **{ }** "braces" in this and other pages. Microsoft calls them brackets, but to me brackets have right angles and look like **[ ]** so I'll go on calling delimiters braces.  Some computers have [hijacked the Function keys](http://addbalance.com/word/functionkeys.htm" \l "hijackedFnKeys" \o "function keys fn key" \t "_blank) in their BIOS. These computers should have a **Fn** shift key on their keyboards. So, instead of **Ctrl+F9**, you would press **Fn+Ctrl+F9** (or edit the BIOS so that function keys act as described in documentation for programs).  *Keys on the Macintosh are similar but different. (Cmd+F9 or Fn+Cmd+F9)* See [Keyboard Shortcuts that control fields below](http://addbalance.com/usersguide/fields.htm" \l "Function).  **How to toggle the****Display of Field Codes in Word**  Sometimes (rarely) you want to see the field codes rather than the text generated by a field. You *can* use the [keyboard shortcut](http://addbalance.com/usersguide/fields.htm" \l "Function) **Shift+F9** to display the coding of a simple field. This does not necessarily show everything.  To see everything you have to change the option to display field codes rather than field results. This can be set in your Word Options, but the simple way is to use the keyboard shortcut of **Alt+F9**. This switches *all* fields in the Word session to display or hide field codes.  *Note, this is a Word option toggle and remains set for all Word documents and future Word sessions until toggled back.*  Again, for complex fields you will want to use **Alt+F9** rather than **Shift+F9**. This is easily demonstrated using a calculated date field from Paul Edstein's [Microsoft Word Date Calculation Tutorial](http://www.msofficeforums.com/word/38719-microsoft-word-date-calculation-tutorial.html).  Зображення, що містить текст  Автоматично згенерований опис  Зображення, що містить текст  Автоматично згенерований опис  As you can see, **Shift+F9** may not show you everything. When you have field codes displayed in a document using **Alt+F9**, they will print rather than the field code results. This is great for debugging, but not what you usually want. You can also choose to print them as a print option.  The **XE** (Index Entry), **TC** (Table of Contents Entry) and **TA** (Table of Authorities Entry) fields are exceptions. Those fields are displayed when Hidden text is displayed and are *not* affected  one way or the other by the toggling of Field Code Display. [Complex Documents - Microsoft Word Intermediate User's Guide - Table of Contents - Table of Authorities - Cross-References](http://addbalance.com/usersguide/complex_documents.htm)  Some computers have [hijacked the Function keys](http://addbalance.com/word/functionkeys.htm" \l "hijackedFnKeys" \o "function keys fn key" \t "_blank) in their BIOS. These computers should have a **Fn** shift key on their keyboards. So, instead of **Alt+F9**, you would press **Fn+Alt+F9** (or edit the BIOS so that function keys act as described in documentation for programs).  *Keys on the Macintosh are similar but different. (Opt+F9 or Fn+Opt+F9)* See [Keyboard Shortcuts that control fields below](http://addbalance.com/usersguide/fields.htm" \l "Function).    **How to copy a field from a****newsgroup or email message into Word:**  If you are using a typed field display from a [newsgroup](http://addbalance.com/word/wordwebresources.htm" \l "webnewsgroups" \t "_blank) or email message first make sure that the field isn't broken up by any line breaks or paragraph breaks. (Lines that are wrapped automatically by Word are fine but turn on Show All to make sure there are no special characters at the end of the line.) Select the text inside a matched pair of braces and press **Ctrl+F9**. Word will insert its field delimiters around the text. Delete the typed braces.  For instance, with the field:  **{** = **{** REF "Number1" **}** \* **{** REF "Number2" **} }**  first select  REF "Number1"  and press **Ctrl+F9**, then select  REF "Number2"  and press **Ctrl+F9**, then delete all of the typed braces and select everything from the = sign to the end of the second field and press **Ctrl+F9** again.  Then press F9 to update the field and display the result.  If you press Alt+F9 (view field codes) you'll see something that looks very much like what you started with except the field delimiters look like bold braces and the field will probably be shaded. Press Alt+F9 again to go back to viewing the field result.  You can also use the [macro](http://www.gmayor.com/export_field.htm" \t "_blank) found on Graham Mayor's site to convert fields to/from plain text.  For more on fields, follow the links on the [Word Web Resources Page](http://addbalance.com/word/wordwebresources.htm#fields). For a table of shortcut keys dealing with fields, see [below](http://addbalance.com/usersguide/fields.htm" \l "function" \t "_self).  **Using the Insert Field... dialog box to insert fields**  The Insert Field Dialog box is virtually unchanged since Word 97. You get to it in Word 97-2003 using Insert > Field, and in Word 2007 and later using Insert (tab) > Quick Parts > Field.  Зображення, що містить текст  Автоматично згенерований опис  *Insert Field dialog (CreateDate)*  Зображення, що містить текст  Автоматично згенерований опис  *Insert Field Dialog (Field Codes > Field Options)*  The screenshots above are for the Insert Field dialog box using the CreateDate field. The first shows the dialog box as it first appears. The second shows what you see after you click on the Field Codes button (bottom left) and then on the Options button.  Note that the default is to check the box for "Preserve formatting during updates." This sounds like and seldom is a good idea. Most experienced users of fields uncheck this box. It inserts a MERGEFORMAT switch. Much more useful, usually is the CHARFORMAT switch. Word MVP Graham Mayor posted [code (a macro)](http://www.gmayor.com/word_vba_examples.htm" \o "Fields in Microsoft Word - change options on Insert Field Dialog" \t "_blank) to uncheck this by default and to ask about the CHARFORMAT switch if it is checked. I incorporated this macro in one of my office's Add-Ins several years ago and have never regretted it. Here is more info on the difference between these two.  Using the Insert Field dialog box is much easier than writing fields but the most complex fields cannot be constructed using this dialog. A prime example is an IF field that compares different values that are also fields. Here is an example of such a complex nested field:  **{** QUOTE "**{** SET " Delay" "14" **} {**  SET "DaysInMonth" **{** IF **{** CreateDate \@ "MM" **}** <> 2 **{**  = ROUND(30.575\***{** CreateDate \@ "MM" **}**,0)- ROUND(30.575\***{** = **{** CreateDate \@ "MM" **}** -1 **}**,0) **} {**  IF **{**  = MOD(**{** CreateDate \@"yy" **}** , 4 ) **}** > 0 "28" "29" **}** **}** **} {** SET "NextMonth" **{**  IF **{** CreateDate \@ "MM" **}** = 12 "1/97"  "**{** = **{**  CreateDate \@ "MM"**}** + 1 **}**/97 **}** **} {**  IF **{**   = **{** REF "Delay" **}** + **{** CreateDate \@ "dd" **}** **}** <= **{**REF"DaysInMonth"**} {**CreateDate \@ "MMMM **{** = **{** REF "Delay"**}** + **{** CreateDate \@ "dd" **}** **}**, yyyy"**}{** QUOTE **{** NextMonth \@ "MMMM" **}**  **{** = **{** REF "Delay" **}** + **{** CreateDate \@ "dd" **}** - **{** REF"DaysInMonth" **}** **}**,  **{** IF **{** CreateDate \@ "MM" **}** <> 12 **{** CreateDate \@ "yyyy" **} {** CreateDate \@ "**{** = 1 + **{** CreateDate \@ "yyyy" **}** \# "xxxx" **}**" **}** **}** **}** **}**" **}**  The colors in the sample field above represent my attempt to match field delimiters and show nesting of fields. I hope it helps. Those fields shown in green contain no nested fields but may contain references to bookmark values set by other fields. Line breaks have been added for clarity and should not be a part of the actual field. This is all part of a single QUOTE field.  **The Difference Between MERGEFORMAT and****CHARFORMAT**  When writing fields I seldom use either switch, but when I use one, it is almost always the CHARFORMAT switch. Both keep the formatting when the field is updated.  **\\* MERGEFORMAT**  Word inserts the MERGEFORMAT switch by default when you insert most fields. This switch keeps any manual formatting you apply to the field or part of the field. It is seldom what you want! If to a part of the field, it applies to the position, not the Word.  If you have a field result that is: "please respond immediately" and you Italicize "immediately" If it later changes to "please respond after your board meeting," "***after***" will be will be italicized because it is the third word in the field. If the result changes to "please give me a call after you've had a chance to study this" the word "***me***" will be Italicized. **This switch has nothing to do with the formatting of the source material.** *Neither does the CHARFORMAT switch.*  **\\* CHARFORMAT**  The CHARFORMAT switch allows you to control the formatting of the entire field result. It sets the format to be the same as the first (non-space) character of the field code itself. To use it, you must be display the field code. Whatever direct formatting you apply to that first character will be used for the field result. *I usually format the entire field name rather than just the first character, but this is not required.*  **{** ***REF*** myBookmark \\* CharFormat **}**  MyBookmark = "Hello There!"  Field result: ***Hello There!***  MVP Graham Mayor wrote a macro a while back that I use. It turns off the default insertion of MergeFormat and if you check the box to preserve formatting, it asks you if you want to use the CharFormat switch instead. I highly recommend it. You can download it from [his page](http://www.gmayor.com/word_vba_examples.htm" \o "CharFormat MergeFormat help macro Word" \t "_blank).      **Field Categories (per Microsoft)**   |  |  | | --- | --- | | bullet | Date and Time | | bullet | Document Automation | | bullet | Document Information | | bullet | Equations and Formulas [sic] | | bullet | Index and Tables | | bullet | Links and References | | bullet | Numbering | | bullet | User Information |   **The DATE field and its variations.**  The easy way *(but probably wrong way for what you want)* to put a date in your document is Insert => Date or Alt+Shift+D.  If you don't check "Update Automatically" it is the same as typing the date yourself. If you do check "Update Automatically" it will update when you print (if you have the setting under printer options as "Update Fields" which is the default). You can manually force an update by putting your insertion point in the date and pressing the [ F9] key.  If you want to put a date in a template that updates to the current date when a document is created based on the template, or want to change the format or do other things with the date field, you want to use Insert => Field => Date and Time instead. Using the options here, you can either pick a format or type your own characters (called a picture) for the format. The options for the type of date include:   |  |  | | --- | --- | | bullet | **{** **[DATE](http://support.microsoft.com/support/word/usage/fields/DATE.asp)** **}** - The date you are looking at the document. Always today (although it may not show on screen as today until you update the field). | | bullet | **{** **[CREATEDATE](http://support.microsoft.com/support/word/usage/fields/Createdate.asp)** **}** - The date the document was created (or saved using Save As). | | bullet | **{** **[PRINTDATE](http://support.microsoft.com/support/word/usage/fields/Printdate.asp)** **}** - The date the document was last printed. | | bullet | **{** **[SAVEDATE](http://support.microsoft.com/support/word/usage/fields/Savedate.asp)** **}** - The date the document was last saved. |   The above are the field codes that will be inserted for you using Insert => Field => Date and Time without using any options. A "\\*MERGEFORMAT" switch is automatically inserted if you check "preserve field format" and means leave formatted the same way the field is formatted. Generally, you do *not* want to check this box or add this switch. If you want one of these formatting switches, you probably want "\\*[CHARFORMAT](http://addbalance.com/usersguide/fields.htm" \l "Charformat" \o "charformat mergeformat help Word)" instead.  This switch formats the field result however the first non-blank character within the field is formatted. As with all fields, you must let Word insert the field delimiter braces **{ }**, you cannot simply type them. See the [introductory material in this page](http://addbalance.com/usersguide/fields.htm" \l "typefields" \o "Help typing fields in Microsoft word).  If you choose options, they can include the following "pictures:"   |  |  | | --- | --- | | Picture | Displayed Date | | \@MMMM d, yyyy | August 1, 2000 | | \@MMM dd, yyyy | Aug 01, 2000 | | \@MM/dd/yy | 08/01/00 | | \@dddd, MMMM d | Tuesday, August 1 | | \@ddd, MMM. d, yyyy | Tue., Aug. 1, 2000 | | \@MM/dd/yy hh:mm:ss am/pm | 08/01/00 10:36:12 PM |   example: **{** CREATEDATE \@ "MMM dd, yyyy" **}**  The word "picture" in the above table indicates a guide to Word on how you want your field to display and print. (Normally called a "mask" in other programming but Microsoft decided to call this a picture for its own reasons.) If you don't like the pictures you are offered, pick the one that is closest to what you want and then modify it in the Insert Field dialog box (or in the codes themselves using Toggle Field Codes). For more on "pictures" and formatting dates see: [Fields Switches](http://support.microsoft.com/support/word/usage/fields/GeneralSwitches.asp" \t "_blank).  For information on calculated date fields and a toolbar button that creates such fields, see: <http://www.addbalance.com/word/datefields2.htm>.  Remember that fields in headers and footers don't get updated quite as predictably. They work fine with CREATEDATE but can have the same problem as page numbers (see [that topic](http://addbalance.com/word/pagexofy.htm)) with DATE.      **The****Function and Shortcut Keys that manipulate fields**   |  |  |  | | --- | --- | --- | | **Windows Keys** | **What** | **Macintosh Keys** | | **F9** | **Update/Refresh** Selected Field | **F9** | | **Shift+F9** | **Display/Hide** Field Codes (selected field) [\*](http://addbalance.com/usersguide/fields.htm#keys1) | **Shift+F9** | | **Alt+F9** | **Display/Hide All**Field Codes (all fields in document) [\*\*](http://addbalance.com/usersguide/fields.htm#keys2) | **Opt+F9** | | **Ctrl+F9** | Create **Empty Field**  (Insert **{** **}**Braces) | **Cmd+F9** | | **Alt+Shift+F9** | **Run Macro** (MacroButton Field Only) | **Opt+Shift+F9** | | **Ctrl+Shift+F9** or **Ctrl+6** | **Unlink Selected Field**(delete all field coding and replace with field result) - turn field into text | **Cmd+Shift+F9** | | **F11** | Go to (Select) **Next Field** | **F11** | | **Shift+F11** | Go to (Select) **Previous Field** | **Shift+F11** | | **Ctrl+F11** or **Ctrl+3** | **Lock** Field (prevent manual or automatic update) | **Cmd+F11** or **Cmd+3** | | **Ctrl+Shift+F11** or **Ctrl+4** | **Unlock** Field (allow updating) | **Cmd+Shift+F11** or **Cmd+4** | | **Alt+I**, **F** | Insert Field (**Dialog Box**)  (Alt+I followed by F) | **Opt+I,F** | | **Alt+Shift+D** | Insert **Date**Field [\*\*\*](http://addbalance.com/usersguide/fields.htm#keys3) | **Ctrl+Shift+D** | | **Alt+Shift+T** | Insert **Time** Field | **Ctrl+Shift+T** | | **Alt+Shift+P** | Insert **Page**Field | **Ctrl+Shift+P** | | **Ctrl+Alt+L** | Insert **ListNum** Field | **Cmd+Shift+Opt+L** |   \* It is possible to have fields inside of fields ([nested](http://addbalance.com/usersguide/fields.htm" \l "headspinner) fields). If this is the case, the Shift+F9 Toggle will not show all the field codes, only the outermost layer. To see all the field codes, use Alt+F9 instead. *For more about this, look at [Display of Field Codes](http://addbalance.com/usersguide/fields.htm" \l "Display) above.*  \*\* Alt+F9 is the same as checking / unchecking Field Codes in Tools => Options => View. Unlike a field code toggled using Shift+F9, if you update a field while all field codes are being displayed, the new field result will still be hidden and you will see the field codes.  \*\*\* Probably not the field you [want](http://addbalance.com/usersguide/fields.htm" \l "DATE) to insert, though. This gives the continuously updating field. See [Datefields in Microsoft Word](http://addbalance.com/word/datefields1.htm).  If the function keys are not working, chances are good it has to do with your Computer (or another program) intercepting them. See [Hijacked Function Keys](http://addbalance.com/word/functionkeys.htm" \l "hijackedFnKeys" \t "_blank).  See also MVP Lene Fredborg's article: [Word Fields – Useful Keyboard Shortcuts – Word Macros and Tips](https://www.thedoctools.com/word-macros-tips/word-tips/word-fields-useful-keyboard-shortcuts/)  **Advance Field**  The [Advance Field](https://support.office.com/en-us/article/Advance-field-6379bd1b-49be-4c85-95e6-f42b44ab0e70" \o "Advance Field Word documentation help manual" \t "_blank) is an old field. It is intended to position text exactly on a page, sometimes out of order. The preceding link is to Microsoft's documentation. Note that the \y switch apparently does not work in Word 2013. That switch is for vertical placement relative to the page.  **Finding Fields in a Document Using the Find Command**  When field results are displayed (the normal condition) the Word Find command cannot find them. It will find their results. To be able to find fields, you must toggle the display of fields to show the field codes. This can be done using the **Alt+F9**keyboard shortcut.  Once field codes are displayed, you can use the Find command. Search for ^d and you will find fields. There is no similar function for Replace.    **Bookmarks and Cross References (from [Complex Legal Documents](http://addbalance.com/usersguide/complex_documents.htm" \l "Bookmarks))**  **Inserting Bookmarks**  We have all used bookmarks at one time or another. We've dog-eared pages and even used sticky notes to mark where we have left off in a book. Word does the same thing in long documents. If you have bookmarked a paragraph or heading in your document, the next time you open the document you can use Goto to move to your bookmarked location.  This is especially handy when you find that there are parts of your document that are constantly being updated. You can use bookmarks to jump in and out of those problem spots quickly.   |  |  | | --- | --- | | Note | **CK Note:**Bookmarks are also one of the best ways to have text inserted in one place reflected elsewhere in the document -- or even in another document! You do this by insertion of a [cross-reference](http://addbalance.com/usersguide/fields.htm" \l "crossreferences) to the text of the bookmark. [Cindy Meister](http://addbalance.com/usersguide/www.officevba.com/features/1999/11/vba199911cm_f/vba199911cm_f.asp" \t "_blank) refers to this as the second mode of bookmarks -- not just holding a *place* in a document but holding *content* in a document. Another good way in versions of Word 2007 and later is by use of [Document Property Content Controls and Other Mapped Content Controls](http://addbalance.com/usersguide/word/MappedControls.htm" \o "repeating data bookmarks document property content controls Word help" \t "_blank) |   **Practice: Insert a Bookmark**   1. Select any text on the page. 2. From the Insert menu, choose Bookmark (or press **CTRL+SHIFT+F5**).   The Bookmark dialog for inserting bookmarks  (In Word 2007 and later the control to insert a Bookmark is on the Insert Tab of the Ribbon. The **Ctrl+Shift+F5** shortcut continues to work.)     1. Create a name for your bookmark in the Bookmark name field (you cannot start a Bookmark name with a number, and Word won't allow spaces within the name). 2. Click Add. (Notice that Word has added this new bookmark to the bookmark list.) 3. Click Close.   **Navigating With Bookmarks**  Now that you have marked your document with bookmarks, let's go over the easy ways to move throughout your document using them.  **Practice: Find your Bookmarks**   1. Press F5 on your keyboard. The Find and Replace dialog box appears, with the Go To tab activated. In the Go to what list, find Bookmark. 2. One of your bookmarks will fill the Enter bookmark name field. If this is not the bookmark you are looking for, click the drop-down arrow and select the bookmark that you want to find. Click Go To, and Word will take you to the bookmarked location.   The Find and Replace dialog with the Go To tab selected, to find a bookmark   1. You can go to the next bookmark by pressing **F5** again and selecting the new bookmark name and clicking Go To.  |  |  | | --- | --- | | Warning | **CK Warning:**Bookmarks are fragile creatures and easily deleted when you are editing bookmarked text! For instance, if you follow the directions above to go to a bookmark, you will have the bookmark (as well as the bookmarked text) selected. If you make changes without adjusting this, you will delete the bookmark and any references to that bookmark (see [below](http://addbalance.com/usersguide/fields.htm" \l "crossreferences)) will be invalid.  When you are working with bookmarked text, keep your view options set to view bookmarks and your Undo key handy! When I am working with bookmarked text and want to preserve the bookmark, I will put my insertion point (cursor) inside of the bookmarked text - just after the first letter of that text. I will then insert the changes that I want to make and delete the surplus text by hand using the delete or backspace keys.  This fragility exists in all versions of Word to date (2013).  For more on bookmarks see: [Word Bookmarks](http://www.officevba.com/features/1999/11/vba199911cm_f/vba199911cm_f.asp) by Cindy Meister |     **Working with****Cross-references**  To refer the reader to another part of the document, you can insert a cross-reference. See [How Cross-Reference Fields in Word Work](https://wordaddins.com/support/cross-reference-fields-in-word/" \t "_blank) by Lene Fredborg, MVP.   |  |  | | --- | --- | | Note | **CK Note:**Cross-reference fields can refer to bookmarked text. Further, instead of simply providing a link or a page number for referenced text, cross-reference fields can reproduce that text. This one of Word's ways of repeating variable text in a document. In Word 2007 and later another great way is with [Document Property Content Controls and Other Mapped Content Controls](http://addbalance.com/usersguide/word/MappedControls.htm" \t "_blank). |   **Practice: Insert a****Cross-reference**   1. Create a new document and type the following: **Introduction** **Overview** **Unsolicited Proposals** **Solicited Proposals** **General** **The Proposal** 2. Click anywhere within the first line, Introduction. 3. Click the Style drop-down arrow and apply Heading 1 (or use Ctrl+Alt+1 shortcut). 4. Select Overview, and apply Heading 2 (or use Ctrl+Alt+2 shortcut). 5. Select Unsolicited Proposals, Solicited Proposals and General. Apply Heading 3 (or use Ctrl+Alt+3 shortcut). 6. Select The Proposal and apply Heading 2 style, and after deselecting the text press Enter twice. 7. Your cursor is where the cross-reference is to be inserted. 8. Type something to the effect of, "For more information, see". 9. From the Insert menu (tab), choose Cross-reference.     -      -     1. In the Reference type drop-down list, select what reference type is appropriate for your cross-reference, for this example use Heading as the reference type. You can also use a numbered item, bookmark, footnotes, endnotes, equations, figures or tables.   Зображення, що містить текст  Автоматично згенерований опис  In the Cross-reference dialog box, you also have a choice of how you want the reference to look. You could reference the heading text as shown above, or Page #, Heading #, Heading # (no context), Heading # (full context), and above/below.   1. Select Unsolicited Proposals and click Insert. The dialog box remains open for any other cross-references that you may want to add. If you do not want to add more cross-references, just click Cancel. 2. As you can see, your cross-reference has been marked. If you click "Unsolicited Proposals," Word takes you to the heading.   Jumping to a cross reference in a document  **Updating Cross-references**  If you have changed your text that is a cross-referenced passage in your document and the cross-reference has not updated, you need to update the field. You can alternate-click on the field code and select Update Field, or select the field code and press F9. This updates the field to reflect recent changes.   |  |  | | --- | --- | | Note | **CK Note:**If the material in a cross-reference displays a field in the original text, you may want to include the following "switch" in your cross-reference field code: \!  This is the "lock result" switch and prevents a field like { DATE } in your original bookmarked text from updating in your cross-reference when you update the cross-reference field, unless it has been updated at the source. (Complex, I know, but you usually will want to use this switch.)  Further, you can use a macro to update all Cross-Reference fields at once. The following macro will update all cross-reference documents in the main body of a document.  Sub UpdateAllRef()  ' Based on code at http://www.gmayor.com/installing\_macro.htm  ' Update all Ref fields in a document, even if in headers/footers  Dim oStory As Range  Dim oField As Field  '  For Each oStory In ActiveDocument.StoryRanges  For Each oField In oStory.Fields  If oField.Type = wdFieldRef Then oField.Update  Next oField  '  If oStory.StoryType <> wdMainTextStory Then  While Not (oStory.NextStoryRange Is Nothing)  Set oStory = oStory.NextStoryRange  For Each oField In oStory.Fields  If oField.Type = wdFieldRef Then oField.Update  Next oField  Wend  End If  '  Next oStory  '  Set oStory = Nothing  Set oField = Nothing  End Sub  For instructions on how to use this macro, see Graham Mayor's [Installing Macros](http://www.gmayor.com/installing_macro.htm" \t "_blank) page.  Although Cross-Reference fields are hyperlinks, they do not look like hyperlinks. You can change this. See [Formatting Cross-References](http://addbalance.com/usersguide/parts/wordfaqs.ssbarnhill.com/FormatCrossReferences.htm" \t "_blank) by Suzanne Barnhill, MVP.  Word's built-in heading styles are designed to use with cross-references in ways other styles are not. See [Why use Word's built-in heading styles? by Shauna Kelly](http://addbalance.com/usersguide/10HeadingStyles.htm" \l "Cross-references" \t "_blank). |     **ASK Fields**  Ask fields are very close to WordPerfect's prompt fields. When you create a new document that contains an ASK field, you are asked a question (written by the person who created the template) and given a dialog box in which you can answer the question. Your answer is then inserted into a zero-width bookmark and can be accessed by using a {REF} field anywhere in the document (or even in another document with an INCLUDETEXT field.)  You can test the value of the bookmark using an [IF Field](http://addbalance.com/usersguide/fields.htm" \l "IF_field) and put various text into a [MailMerge](http://addbalance.com/usersguide/mailmerge.htm" \t "_blank) depending on the value given. If use in a MailMerge, the question in the ASK field will be asked for each record and the IF field evaluated for that response for that record.  As with most fields, if you type "ASK field" into Word help, you will get the Microsoft reference page on the field. The ASK field predates Word 95 and is very stable.  This is still in its infancy. See [my download page](http://addbalance.com/word/download.htm" \l "Tutorials" \t "_blank) for examples of ASK fields. As with all fields, you must let Word insert the field delimiter braces **{ }**, you cannot simply type them. See the [introductory material in this page](http://addbalance.com/usersguide/fields.htm" \l "typefields" \o "Help typing fields in Microsoft word). *Many fields do not update automatically or when the underlying condition changes without a little help, either a manual update using the F9 key or a macro. You usually do not want an ASK field to update.*  **Pagination Fields**  Word has four fields that work for page numbers. These are {[PAGE](http://addbalance.com/usersguide/fields.htm" \l "PAGE)}, {[NUMPAGES](http://addbalance.com/usersguide/fields.htm" \l "NUMPAGES)}, {[SECTIONPAGES](http://addbalance.com/usersguide/fields.htm" \l "SECTIONPAGES)}, and {[DOCPROPERTY PAGES](http://addbalance.com/usersguide/fields.htm" \l "DOCPROPERTY_PAGES)}. These can be used in Calculation and IF fields and are normally used in [headers and footers](http://addbalance.com/usersguide/sections2007.htm" \t "_blank). They are classified as Document Information fields.  **PAGE field**  The simplest way to insert a PAGE field is **Alt+Shift+P**. They can be inserted through Word's interface as well. These methods insert a **{** PAGE **}** field in the Page Number [Character Style](http://addbalance.com/usersguide/styles.htm" \o "Understanding Styles in Microsoft Word" \t "_blank). If you type the word "Page" without quotation marks, select it, and press **Ctrl+F9**, then **F9**, you will create the same field not in any particular style.  In its simplest form this will display the page number, numbered from the beginning of the document. You can format any of the page number to display in Roman numerals (upper- or lower-case), Arabic numerals, or as text. More on that later. You can restart the page numbering anywhere you want; doing so will insert a new [Section](http://addbalance.com/usersguide/sections2007.htm" \o "Sections, Headers, Footers and Page Numbers in Microsoft Word Ribbon Versions" \t "_blank) if you are not already at the start of a new Section.  The PAGE field updates instantly upon a change in pagination of the document.  **NUMPAGES field**  The NUMPAGES field reports the total number of pages in the document. Unlike the PAGE field, it is not possible to restart the numbering of the NUMPAGES field. The NUMPAGES field, like the PAGE field updates upon any change in pagination.  **SECTION field**  The SECTION field reports the number of the Section in which it is located. If placed in a header or footer it shows the section in which the page starts. (There can be more than one section on a page.)  **SECTIONPAGES field (there is no SECTIONPAGE field)**  The SECTIONPAGES field reports the total number of pages in a Word [Section](http://addbalance.com/usersguide/sections2007.htm). A document must have at least one Section and can have many. It is often used to number Appendices in a document. There is no SECTIONPAGE field that would correspond to the PAGE field. See [Page Numbering](http://gregmaxey.com/word_tip_pages/page_numbering.html) on Greg Maxey's site for a workaround that allows the user to have both the Section pages numbers and of the Document page numbers in the same spot. This field also updates instantly. You can [vote on UserVoice](https://word.uservoice.com/forums/304924-word-for-windows-desktop-application/suggestions/42215860-sectionpage-field-in-addition-to-sectionpages-fiel" \t "_blank) for Microsoft to add such a [SECTIONPAGE](https://word.uservoice.com/forums/304924-word-for-windows-desktop-application/suggestions/42215860-sectionpage-field-in-addition-to-sectionpages-fiel" \t "_blank) field.  **DOCPROPERTY PAGES field**  Technically, this is a use of the [DOCPROPERTY field](https://support.office.com/en-us/article/Field-codes-DocProperty-field-bf00526e-18cd-4515-8c8e-39d59094395a?ui=en-US&rs=en-US&ad=US" \t "_blank) with the Pages argument. In most cases it will report the same number as the NUMPAGES field but it has been used as a workaround for instances when the NUMPAGES field does not update properly and if there is a Cover Page in a Word 2010-2013(365) document, this will include the [Cover Page](http://addbalance.com/usersguide/sections2007.htm" \l "Cover_Pages" \o "DocProperty Pages field Micosoft Word Help" \t "_blank) in the numbering while the NUMPAGES field will not. When there is a Cover Page the number reported by NUMPAGES and the document property may be different.  The NUMPAGES field will update more frequently than the DOCPROPERTY field. Its updating in virtually instant while the DOCPROPERTY field follows other rules.  **Cover Page complexity**  In Ribbon versions of Word, a Cover Page can be inserted in a document. In Word 2007 this will be counted in all of the pagination fields. In Word 2010 - 2019 it which will be counted as page number 0 in the PAGE field. It will not be counted by the NUMPAGES field in Word 2010 and 2016-2019 and will be counted in Word 2013. It will be counted in the DOCPROPERTY PAGES field and in the SECTIONPAGES field! See [Cover Page Anomalies](http://addbalance.com/usersguide/sections2007.htm" \l "Cover_Pages" \o "NumPages Fields Cover Pages Word Help" \t "_blank).  **Formatting Page Numbers**  The PAGE field can be formatted using the Format Page Number dialog. All of the pagination fields can be formatted using *field switches*.  In Word 97-2003 you access the dialog to format page number dialog under Insert > Page Numbers... and then clicking on the button to Format Page Numbers.  Word 2003 Insert Page Numbers Dialog  In Ribbon versions (2007+) you click on Format Page Numbers under the Insert Tab > Page Number.  Word 2010 Page Number Format  In any version you get a dialog to format page numbers that lets your restart page numbering or change the way the numbers are displayed. The dialog from Word 2010 is shown below.    This dialog lets you select a format as well as include a Chapter number based on a style to start a chapter. When doing chapter pagination, one normally begins the chapter with a new Section and restarts the pagination at the beginning of the section. You can only restart pagination with a section break. Although this dialog gives a number of formatting options, at this point, I will discuss field switches instead.  You can use any of the number format switches used with fields by inserting your field through Insert > Field (Word 97-2003) or Insert > Quick Parts > Field (Word 2007-2013). That brings up a dialog like the following:    You can use any of the numeric field [switches](http://addbalance.com/usersguide/fields.htm" \l "switches) with your pagination fields. For the DocProperty Pages field you would need to edit the field code manually; the dialog will not insert the switches. If you toggle the Field Code display (**Alt+F9**) to look at codes and then toggle back, you will see (for the number 15) as follows:   |  |  | | --- | --- | | Field Code | Field Result | | **{** PAGE **}** | 15 | | **{** PAGE \\*roman **}** | xv | | **{** PAGE \\*Roman **}** | XV | | **{** PAGE \\*Arabic **}** | 15 | | **{** NUMPAGES \\*Roman **}** | XV | | **{** SECTIONPAGES \\*OrdText **}** | fifteenth | | **{** SECTIONPAGES \\*OrdText \\*FirstCap **}** | Fifteenth | | **{** SECTIONPAGES \\*CardText **}** | fifteen | | **{** NUMPAGES \\*CardText \\*FirstCap **}** | Fifteen | | **{** DOCPROPERTY PAGES \\*CardText \\*FirstCap **}** | Fifteen | | **{** = **{** NUMPAGES **}** - 1  **}** | 14 | | **{** PAGE \\*alphabetic **}** | o *(letter between n and p)* | | **{** PAGE \\*Alphabetic **}** | O *(letter between N and P)* |   *These switches work in any field that has numeric information.* More about using [calculation fields](http://addbalance.com/usersguide/parts/wordlawofficebooks.htm) and page fields: [How to control the page numbering in a Word document](http://wordmvp.com/FAQs/Numbering/PageNumbering.htm).  Switches are ignored in any [Table of Contents](http://addbalance.com/usersguide/complex_documents.htm" \l "Table%20of%20Contents" \t "_blank) / [Table of Figures](http://addbalance.com/usersguide/complex_documents.htm" \l "TableFigures" \t "_blank). Those fields pay attention to the format set in the page number format dialog.  In Ribbon versions of Word Page number fields are also in [Building Blocks](http://addbalance.com/usersguide/autotextautocorrect.htm) under the Insert>Page Number button. You can find an example of additional building blocks structured as header/footer building blocks for the Page X of Y structure on my [Downloads Page](http://addbalance.com/word/download.htm" \l "HeaderFooterBuildingBlocks). As with all fields, you must let Word insert the field delimiter braces **{ }**, you cannot simply type them. See the [introductory material in this page](http://addbalance.com/usersguide/fields.htm" \l "typefields" \o "Help typing fields in Microsoft word).  **MacroButton Field Tips and Tricks - not just for macros**  The MacroButton field is a field developed in early versions of Word (pre-Windows). The name comes from the ability to trigger a macro. It was early used to insert dummy text for typing and can still serve that function well, without any macros. It continues to work, well, in Word 2019.   |  |  | | --- | --- | | bullet | [Syntax and Behavior](http://addbalance.com/usersguide/fields.htm#MacroButton) | | bullet | [MacroButton Field Prompts for Entry of Text](http://addbalance.com/usersguide/fields.htm#Prompts) | | bullet | [MacroButton Fields to run a Macro](http://addbalance.com/usersguide/fields.htm#Macros)   |  |  | | --- | --- | | bullet | [MacroButton Field where Macro Responds to Contents of the Field](http://addbalance.com/usersguide/fields.htm#variable) | | | bullet | [Making MacroButton Fields Respond to a Single Click](http://addbalance.com/usersguide/fields.htm#click) | | bullet | [Using MacroButtons function as Hyperlinks in documents protected for filling in forms](http://addbalance.com/usersguide/fields.htm#hyperlinks) | | bullet | [Different Behavior for Images in MacroButton Fields in .doc and .docx Format Documents with Workarounds for .docx Format](http://addbalance.com/usersguide/fields.htm#Different_behavior) | | bullet | [Comparison of MacroButton Fields and Content Controls](http://addbalance.com/usersguide/fields.htm#Content_Controls) | | bullet | [Additional References on MacroButton Fields](http://addbalance.com/usersguide/fields.htm#MacroButton_references) |   **MacroButton Fields - *Syntax and Behavior***  **Syntax**  **{** MacroButton MacroName DisplayText **}**  **MacroButton** - the field command  **MacroName**- name of macro being called - or "NoMacro"  **DisplayText** - text that acts as the "button" for the macro and is displayed in your document. Note that there are no quotation marks used in this field. DisplayText can be any text you want but will not wrap to a new line. There are limits on length. Instead of the DisplayText you can insert an inline picture or icon to act as a visual button for your macro. See [below](http://addbalance.com/usersguide/fields.htm" \l "Different_behavior), though for images. The text in a MacroButton field prompt cannot be longer than a single line between the left and right indents for the paragraph. You can shrink the font size of the prompt text to fit more words on that single line.  **Behavior**  Clicking on a MacroButton field will select the field. Double-clicking on one will activate a macro if there is a macro designated. You can [change this behavior](http://addbalance.com/usersguide/fields.htm" \l "click) to make the macro activate on a single click as well.  **MacroButton Fields as****Prompts**  You can use the first behavior (selecting the field) to make simple click-and-type prompts. If you look at many of the templates that come from Microsoft with Word, you will find places that say something like "[Click here and type]." If you click at that spot, the whole prompt is selected and anything you type replaces it. Often, this is exactly what you want for a simple prompt. What you are seeing is a simple implementation of the "MacroButton" field. This use of the macrobutton field is the forerunner of [Content Controls](http://addbalance.com/usersguide/fields.htm" \l "Content_Controls).  To insert a MacroButton field like this in your document type it then make it a field.  *As is the case with all fields,*you cannot simply type the field braces **{ }**. You either have to use Word's Insert => Field or press **Ctrl+F9** and type the field contents. To get: **{** MacroButton NoMacro **DisplayText** **}**you could simply type "MacroButton NoMacro **DisplayText**" and select it. Then press the **Ctrl+F9** key combination to make it a field. Pressing **F9** will update it to the field display of **DisplayText**. You must create or edit the field manually to get colors or *other formatting* in your prompt text that will disappear when the user actually uses it and types.  Inserting a MacroButton field like this in your document using the Field insertion dialog is a bit more involved:  (Word 97-2003) Insert => Field ...  (Word 2007-2019) Insert => Quick Parts => Field ...  Зображення, що містить текст  Автоматично згенерований опис  Where it says Field: type "MacroButton NoMacro *prompt.*" The "MacroButton" is the name of the field. "NoMacro" is the name used by the field for the macro to be called - in this special case, none. The "*prompt*" is whatever prompt text you want. This can be "[Click here and type]" or the text that will usually be just fine but which the user might want to change. "NoMacro" is used as a convention to indicate that there is no macro being used. *Note that if there was an available macro with the name "nomacro" that macro would be run by this field.*Any name that does not indicate an available macro will give the same result, that is, the entire field will be selected when clicked on (as always happens with a MacroButton) but since no macro can be found, the result is selected text. If you want to format your prompt text, you need to do that by revealing the field code and editing. To me, typing the field and then using **Ctrl+F9** to insert the braces is much easier.  *As is the case with other fields, the****F11****key will take you to the next field, selecting that field.* When you use macrobutton fields as prompts, you may want to put an instruction in your documents to use **F11** to go to the next field. I do this putting the instruction in blue or red text and a different font in a textbox formatted to float in front of text. The textbox is formatted to have no lines and no fill. The text in the textbox is formatted as hidden so it should not print. I have this textbox as an AutoText entry in my developer's template so that I can insert it easily when I prepare a new template.  Below is an example of how a Macrobutton Prompt appears in a document. (Screenshot) The field code for this prompt is:  **{** MacroButton NoMacro This is a macrobutton prompt! When you click on it, all is selected. **}**  The first paragraph shows the prompt as displayed on the page. The second shows the prompt after it has been clicked on before typing; the third shows that the prompt colors do not show up in the text after the user types.  Зображення, що містить текст  Автоматично згенерований опис  You can [download a free Add-In](http://addbalance.com/word/download.htm" \l "MacroButtonPrompt" \t "_blank) that gives you a dialog box below to add a MacroButton prompt to your document where you want with a choice of colors for the prompt text.  [Picture of custom dialog box from Add-In. Click to go to download page.](http://addbalance.com/word/download.htm#MacroButtonPrompt)  Dialog box from [Add-In](http://addbalance.com/word/download.htm" \l "MacroButtonPrompt" \t "_blank)  **MacroButton Fields to Run****Macros**  Instead of simply being a prompt for typing, this MacroButton field will run a macro if double-clicked. (This can be altered to a single click using [VBA](http://addbalance.com/usersguide/fields.htm" \l "click).) Instead of NoMacro, simply type the name of the macro. When inserting the field, you can click on the Options button and you will be given a list of available macros (possibly quite a long list) from which to select.  Зображення, що містить текст  Автоматично згенерований опис  Where it says "Macros defined in active document" a more accurate caption would be "Macros available to active document." This list also includes all of Word's built-in commands, many of which are not found on the menus.  Note that the MacroButton field is selected when it is clicked or double-clicked. You may want to have your macro collapse the selection at some point so that your MacroButton field won't be inadvertently deleted. The language for this is:  Selection.Collapse  'Unselects the current selection and places  'insertion point at beginning of selection.  Note also that a macro button prompt will print as ordinary text. (It is the field result). To avoid it being printed, you may want to put it in a no-border text box formatted as hidden text (Format => Font). Because of this, it is often easier to use a custom toolbar with a button on that toolbar. The toolbar will not print.  MacroButton Fields can be used in Protected [Forms](http://addbalance.com/usersguide/forms.htm) and will be active even in a protected portion of the document. They are often used in such forms as a replacement for [hyperlinks](http://addbalance.com/usersguide/fields.htm" \l "hyperlinks) (since regular hyperlinks are inactive in the protected portion of a form).  A simple example of macrobuttons can be found in the [CheckBox template](http://addbalance.com/word/download.htm" \l "CheckboxAddIn" \o "macrobutton field checkbox). This template/tutorial combines the powers of macros, autotext, and the macrobutton field.  **MacroButton Fields where the Macro responds to the contents of the field (uses them as an argument or****variable for the macro)**  It is possible to use one macro that responds to the contents of the field to change what the macro does. Doing this with Private or AddIn fields incorporated in MacroButton fields is discussed in the MacroButtons page on the [MVP FAQ](http://www.wordmvp.com/FAQs/TblsFldsFms/UsingMacroButton.htm" \t "_blank) site. The same technique can be used with just the display text of the MacroButton field.  The macro is:  Sub TestMacro2() Dim MyString As String     'Ignore first 24 characters of the macrobutton field -     '   the words 'MacroButton TestMacro2', and the spaces     MyString = Mid$(Selection.Fields(1).Code, 24)     MsgBox MyString End Sub  The field is:  **{** MacroButton TestMacro2 [Click Here] **}**  This can be used to construct a list of templates in the Workgroup Templates folder as macrobuttons. When you double-click (or [single-click](http://addbalance.com/usersguide/fields.htm" \l "click) as shown below) on the macrobutton, the macro creates a new document based on the named template. A single macro decides which template to open based on the template listed in the macrobutton field.  That is, the following fields both call the same macro:  **{**Macrobutton TemplateListLoad Releases\Release - blank**}** (Displays: Releases\Release-Blank)  **{** Macrobutton TemplateListLoad Log**}** (Displays: Log)  The macro uses the display information to decide which template to use. The macro is:  Sub TemplateListLoad() '   Based on ideas from [http://wordmvp.com/FAQs/TblsFldsFms/UsingMacroButton.htm](http://www.wordmvp.com/FAQs/TblsFldsFms/UsingMacroButton.htm) '   Macro written by Charles Kyle Kenyon '   24 October 2002 '     Dim sTemplateName As String     Dim sTemplatesPath As String     '     '   Get workgroup templates path     '     sTemplatesPath = Options.DefaultFilePath(wdWorkgroupTemplatesPath) & "\"     '     '   Parse template name from Macrobutton field.     '   (The selection is the entire field.)     On Error GoTo ErrorHandler     sTemplateName = Mid$(Selection.Fields(1).Code, 31) & ".dot"     '   Use to create a new document based on the template     Documents.Add Template:=sTemplatesPath & sTemplateName     Selection.Collapse     Exit Sub     ' End Sub  **Making MacroButtons respond to a single****click**  To me, double-clicking on a button is counter-intuitive. To make a macrobutton respond to a single click to run a macro the following VBA code has to be active:  Options.ButtonFieldClicks = 1  This has to be run before the user tries to click on the button. It can be in an AutoOpen or AutoNew macro in the template which contains the macrobutton or in an AutoExec macro in a global template. (Explaining these gets beyond the scope of this article; see [Template Basics](http://addbalance.com/usersguide/templates.htm) for more.)  **Using MacroButtons to function as****hyperlinks in protected forms.**  In a document that has been "protected" as a form in Word, hyperlink fields don't work, but macrobutton fields do work. You can use a macrobutton for a hyperlink to an external document or web page (and even format it to look like a hyperlink) in a protected document. It is more work than merely inserting a hyperlink, though. (You can also use a macrobutton to link to an internal bookmark with reservations, see [end](http://addbalance.com/usersguide/fields.htm" \l "within_the_protected_form" \o "help hyperlink protected form macrobutton Word help" \t "_self) of this section.)   1. With your document not protected for forms, record a macro that opens the document to which you want to link. Save the macro in your document (not in Normal.dot) when you record it. 2. Use the Macro Editor (Alt+F11) to edit your macro. At the end of the macro (just before "End Sub") add the following line.   Selection.Collapse 3. Where you want your hyperlink Press Ctrl+F9 to insert your field codes and type "MacroButton MyMacro displaytext." where "MyMacro" is the name of your macro and "displaytext" is what you want the hyperlink to show in your document. *(See Syntax [above](http://addbalance.com/usersguide/fields.htm" \l "MacroButton))* 4. Press F9 to update your field. It should show your displaytext. 5. Select your field and press Ctrl+Shift+S to get into the styles drop-down. 6. Type "hyperlink" for the style name and press enter.   When you protect your document your pseudo-hyperlink should work fine. Remember to set the ButtonFieldClicks to 1. *Also, the mouse pointer will not change to a little hand when passing over your pseudo-hyperlink - but we can't have everything, can we?*  If you would like some pre-written code for your hyperlink macrobutton, you can download [HyperJmp.zip](http://vb.mvps.org/samples/HyperJmp) from the [Visual Basic MVP site](http://www.mvps.org/vb/" \t "_blank).  For alternative coding, take a look at [Using Hyperlinks in Protected Forms](https://wordmvp.com/FAQs/TblsFldsFms/HLinksInForms.htm" \o "macrobutton field forms Word help" \t "_blank) on the MVP site. They show how to use a ***single macro*** for all your hyperlinks in the document.  When the target of the link is within the protected form it doesn't work quite so well. It will jump to the field addressed by your bookmark if your bookmark is for a formfield, otherwise to the field following your bookmark. If there is no field following your non-field bookmark, it jumps to the first field in the document. Note that fields inserted with the Forms toolbar automatically have a bookmark assigned. (You can change that bookmark in the field's properties.) Thanks to Marcy T. for bringing this problem to my attention.  For more on protected forms, follow the links in my [web resources page](http://addbalance.com/usersguide/forms.htm), especially those to Dian Chapman's excellent series of articles.  **Example of MacroButton Field Use in Multiple Ways - The Microsoft Fax Transmittal Template from Word 97**  **Зображення, що містить стіл  Автоматично згенерований опис**  Note the checked box by "For Review." Here is the same template after toggling display of Field Codes (Alt+F9). The prompts for user input are MacroButton fields not associated with any macro. A dummy name of "NoMacro" is inserted but the purpose of the field is to display the prompt. The checkboxes in the form are MacroButton fields, not Form Checkboxes or Content Controls! Both of these use the property of MacroButton fields to select the entire field when clicked on. The display text for the checkbox fields is the unchecked or checked box.  If there were an active macro named NoMacro (or nomacro) these MacroButton fields would call that macro!  Зображення, що містить текст  Автоматично згенерований опис  The name of the macro called by the (unchecked) Urgent checkbox is "CheckIt." The one called by the (checked) For Review checkbox is "UncheckIt." Look again at the form with the field codes not showing. All you see is the display text - the checked and unchecked boxes.  See [Checkbox Add-In](http://addbalance.com/word/download.htm" \l "CheckboxAddIn) for samples.  **Different behavior *with images* for text in .doc vs .docx formatted documents**  An **image** does not work well as a prompt in document (templates) formatted as .docx or .docm (.dotx or .dotm). These are the document and template formats for the Ribbon versions of Word (2007+). See [this post](http://answers.microsoft.com/en-us/office/forum/office_2010-word/macrobutton-field-with-image-acts-differently-in/fe079844-ea55-4f7c-ac40-1b313f148466?tm=1394025174809" \t "_blank) on the Microsoft Answers forum. The image is selected, not the field. If the image is deleted by the user and the user types, that typing becomes the prompt for the field. Clicking or double-clicking on the field will not run a macro.  If the same document is saved in .doc or .dot format, the macrobutton field will act as specified. The screenshot below is from a document in .docx format when the MacroButton Field has been clicked on.  Зображення, що містить текст  Автоматично згенерований опис  Here is a screen shot of the same thing, except the same document has been saved in .doc format:  Зображення, що містить текст  Автоматично згенерований опис  In the .doc format, clicking on the image selects the field containing the image (and a double-click will run an associated macro). If the user types anything, the image is deleted, the field is deleted, leaving only the typing. When in .docx format, the *image* is selected in the field. No macro is run. If the image is deleted by the user and the user types, what the user types becomes the new MacroButton field prompt! If there is no image, or if the user clicks on a text prompt included with the image, the field is selected, including the image, and replaced by typing.  Here is another sample using a smaller image, in .docx format:  Зображення, що містить текст  Автоматично згенерований опис  3. shows the field structure with the button image following the text.  1. shows what it looks like when the image is clicked on. Note the image moves in front of the text even though formatted to be inline with text. If there is a macro, it will not run in this condition.  2. Shows what it looks like when the space after the text is clicked on or the field is entered using the F11 (next field) function key. When this is done, if there is a macro, it will run.  What happens in these instances when text is typed?  Зображення, що містить текст  Автоматично згенерований опис  In Word 2007 and later when you click on the image, any text typed is added to the MacroButton Field prompt text. If the field itself is selected or you click in the area following the image, the field is replaced by typing. In this second instance, if there is a macro, it is run first.  If the same fields are saved in a .doc (Word 97-2003) format, the field simply acts as a macrobutton field.    See Greg Maxey's [page on Toggle objects](http://gregmaxey.com/word_tip_pages/add_interactive_toggle_objects_to_document.html" \o "Macrobutton fields image prompt Word help tutorial" \t "_blank) for some ways to get Word to respond to images in macrobutton fields. One method is with spaces, another is with the IncludePicture field inserting the image. The second suggestion comes from Doug Robbins. An example using the IncludePicture field:  **{** Macrobutton NoMacro **{** INCLUDEPICTURE "http://addbalance.com/word/images/PillcrowFlying.gif" **} }**  Using that construction, the image is selected with the macrobutton (and replaced by typing).  **MacroButton Field Prompts compared to****Content Controls**  Macrobutton prompts and text content controls can have a similar appearance in a document. Here is a screenshot showing plain text Content Controls and a MacroButton field prompt. Both have the placeholder text formatted using the PlaceHolderText style.  Зображення, що містить текст  Автоматично згенерований опис   |  |  | | --- | --- | | bullet | Both select the entire contents when you click in them. When not selected, they can be indistinguishable to the user. | | bullet | The color of placeholder text can be edited when you create them and can be something that is very different from the color of the text that will be typed. | | bullet | Unless formatted to delete the content control when  edited, the content control will remain with edited text. The macrobutton field will be replaced by typing. | | bullet | MacroButton field prompts will work in versions of Word that do not work with Content Controls as well as those that do. This includes Mac versions. |   **MacroButton Fields and the Table of Contents**  If you have a MacroButton Field that is in text that shows up in a Table of Contents, it will be formatted as a Hyperlink in the Table of Contents and the Macrobutton Field will be an active field in the TOC. (This is *not* true of a hyperlink field.)  **Additional****references on MacroButton fields**   |  |  | | --- | --- | | bullet | [How to create a template that makes it easy for users to “fill in the blanks”, without doing any programming](https://wordmvp.com/FAQs/Customization/FillinTheBlanks.htm) | | bullet | [Enable a user to double-click text in a document to change its value](https://wordmvp.com/FAQs/MacrosVBA/AssignMacroToText.htm) | | bullet | [Run a macro when a user double-clicks a button in the document](https://wordmvp.com/FAQs/MacrosVBA/AssignMacroToButton.htm) | | bullet | [MacroButton field reference](https://support.office.com/en-us/article/Field-codes-MacroButton-field-d628b4d4-fb7d-4bbc-8a3b-fb8fe3f83be4?ui=en-US&rs=en-US&ad=US) on MS site | | bullet | [Checkbox AddIn](http://addbalance.com/word/download/index.htm#CheckboxAddIn) - a tutorial on the use of MacroButton fields together with AutoText and Macros to insert checkboxes into non-protected documents. | | bullet | [Using MacroButton Fields](https://wordmvp.com/FAQs/TblsFldsFms/UsingMacroButton.htm) by Graham Mayor, Jonathan West and Hak-lok NG | | bullet | [Using {MacroButton} fields to insert information from the Outlook Address Book into documents such as letters](http://www.gmayor.com/Macrobutton.htm) by Graham Mayor, MVP | | bullet | [Instant Envelopes Using the MacroButton Field and VBA](http://web.archive.org/web/20120720054215/http:/pubs.logicalexpressions.com/Pub0009/LPMArticle.asp?ID=78) by Dian Chapman, MVP | | bullet | [Using MacroButton Fields to insert information into documents and templates](http://www.gmayor.com/macrobutton.htm) by Graham Mayor, MVP - includes details on the Checkit method used in early Word templates |   [Click to return to table of contents page of Legal Users' Guide to Microsoft Word.](http://addbalance.com/usersguide/index-old.htm)[Click to go to Microsoft Word new users frequently asked questions site in a new browser window.](http://addbalance.com/word/index.htm#QuestionsList)([this guide table of contents](http://addbalance.com/usersguide/index-old.htm)) ----- ([MS Word New Users FAQ](http://addbalance.com/word/index.htm" \l "QuestionsList" \t "_blank))  [Search Usersguide to Microsoft Word using Google](http://www.google.com/advanced_search?q=site:addbalance.com/usersguide/&hl=en&lr=)        **The****GoToButton Field**  The GoToButton field acts very much like the MacroButton field and has a similar structure. I'm not sure why it is an improvement over a Hyperlink.  **{** GotoButton MyBookmark Text **}**  A double-click will take the user to the bookmark location. If the bookmark contains something, it will be selected.  The GoToButton field responds to the options.ButtonFieldClicks setting discussed earlier in MacroButton fields.  Other references on this field seem to say it mimics pressing **Ctrl+G** to go to a place in the document. That is true only if the place is identified by a bookmark. Here is a screenshot of the Insert Field dialog.  GoTo Button Field Microsoft Word Help  The **Ctrl+G** GoTo Command allows going to headings and page numbers, among other options.  **Using the****STYLEREF Field**     1. Insert => (Quick Parts =>) Field... => Links and References (left window) => STYLEREF (bottom of right window) 2. Pick or type the style name (right or center window) 3. If the style has automatic numbering, the number will not appear without a switch, only the text. 4. Choose options or leave blank (If blank, you get the text formatted in the style)    1. Search from bottom of page to top (\l switch)    2. Insert paragraph number (without text - \n switch) Causes the field to display the entire paragraph number for a referenced paragraph without trailing periods. No information about prior levels is displayed unless it is included as part of the current level.    3. Insert postition of paragraph (above/below - without text -\p) This is of little use in headers and footers.    4. Insert paragraph number in relative context (without text - \r switch) Inserts the entire paragraph number of the bookmarked paragraph in relative context — or relative to the paragraph numbering scheme — without trailing periods.    5. Suppress all non-delimiter characters (used with displaying numbers - \t switch) When used with the \n, \r, or \w switch, causes the StyleRef field to suppress nondelimiter, or nonnumerical, text. With this switch, for example, you can reference "Section 1.01," and only "1.01" is displayed in the result.    6. Insert paragraph number in full context (\w switch) Used with one of the other numbering switches. Inserts the paragraph number of the bookmarked paragraph in full context, from anywhere in the document. For example, when referencing paragraph "ii.," a StyleRef field with the \w switch would return "1.a.ii" as a result.   When placed in a header or footer, the StyleRef field updates instantly with any change in the source text. When placed in the body of a document, it updates the way other fields in the body update. Generally a print preview will update fields but not always.  See also: [Useful StyleRef tricks by Suzanne Barnhill, MVP](http://wordfaqs.ssbarnhill.com/StyleRef.htm). Here is the Microsoft [Reference page for the StyleRef field](https://support.office.com/en-us/article/field-codes-styleref-field-4ad557c2-c8ab-48ba-8fe3-901d0a5775d0?" \o "StlyeRef field help" \t "_blank). See also: [STYLEREF Fields and Language-specific Style Names](https://www.thedoctools.com/word-macros-tips/word-tips/styleref-fields-and-language-specific-style-names/" \t "_blank) by Lene Fredborg, MVP  **Switches and the checkboxes**  The checkboxes in the Insert Field dialog correspond to the "switches" for that field.  Зображення, що містить текст  Автоматично згенерований опис  **TroubleShooting the STYLEREF Field**   1. StyleRef field gives an Error Message   **"Error! No text of specified style in document."**  This is pretty self-explanatory. The specified style must be in use somewhere in the document.  **"Error! Not a valid bookmark self-reference."**  This one is a bit more rare. It is telling you that the field, itself, is in the specified style. It is trying to reference itself.   1. StyleRef does not show anthing - blank!   This indicates that the StyleRef field is referring you to blank text. In the case of a paragraph style, an empty paragraph formatted in the style. In the case of a character style, a space formatted, by itself, in the style.   1. StyleRef field is showing text from previous pages or following pages and you do not want this.   This means that there is nothing in the specified style on the current page. If you would prefer that it show nothing, create a blank in the specified style. (See #2 above.) See also [Suppressing a StyleRef Field](http://wordfaqs.ssbarnhill.com/StyleRef.htm" \l "Suppressing" \o "StyleRef field Word suppressing hiding help" \t "_blank) by Suzanne Barnhill, MVP.    **Using the STYLEREF Field and Styles in the [header/footer](http://addbalance.com/usersguide/sections.htm) instead of multiple sections with different Headers / Footers**  *Do you want your headers or footers to reflect the content of the page, or change from Chapter to Chapter?*  You can use the StyleRef field with Word's built-in Heading Styles to change the content of the Header / Footer to reflect local document contents. Thus the Header/Footer can change to reflect headings and other content.  **Using the STYLEREF Field to create dictionary-style headers/footers**  *Are you trying to get dictionary style fields (Krofta - Lamb) listing the first and last entry on your page?*  If that is what you are trying for, the following will work: Put your last name field (or whatever it is you are trying to capture) in a particular character [style](http://addbalance.com/usersguide/styles.htm) in your primary merge document. The character style does not need to look any different from surrounding text but it can look different.  In the [header/footer](http://addbalance.com/usersguide/sections.htm) use two STYLEREF fields with an optional switch on the last one to tell it to search from the bottom of the page instead of the top. STYLEREF fields probably don't show up in the mailmerge toolbar.  Insert => (Quick Parts =>) Field... => Links and References (left window) => STYLEREF (bottom of right window) => Options (button)  **{** STYLEREF \l **}**  *If the StyleRef field [gives you nothing](http://addbalance.com/usersguide/fields.htm" \l "TroubleShootingSTYLEREF" \o "StyleRef field blank help) but does not give an error, that means that the specified use of the style has no text.*  Look in help for "dictionary-style headers."  You can name the character style anything you want and it should be based on your default character font with no changes. You are using the style as a tag rather than as a way of formatting. Remember, this new style is a character style rather than a paragraph style.  This is especially useful when you have something on the first page of a document which, if changed, should be reflected in continuation page headers or footers. Examples: the addressee name, the subject, the date. [Useful StyleRef Field Tricks](http://wordfaqs.ssbarnhill.com/TOCTips.htm" \t "_blank) - Suzanne S. Barnhill, MVP  If you are doing this in a mail-merge, you may have to insert the header after you do the merge. Try inserting it before you do the merge, if that doesn't work, then try after. (I haven't tried this with a mail merge but it should work. After you get results, please share them by letting me know so I can update this.  **Using the****STYLEREF Field and****Styles instead of Bookmarks and REF fields**  *Do you want something entered in one place in your document reflected elsewhere?*  **{**StyleRef "MyStyle" **}**instead of **{**Ref "MyBookmark" **}**  If your have a single word or a phrase in a document marked in the character style "MyStyle" that word or phrase will be reflected in this field's results, instantly. This updates in headers and footers as well as in the body when the marked text is changed. It is much more robust than bookmarks which are easily deleted by accident. See [Letterhead Textboxes and Styles Tutorial](http://addbalance.com/word/download/index.htm" \l "LetterheadTextboxesAndStylesTutorial) - two page download demonstrating StyleRef and Author fields, among other things.  Either a character style or a paragraph style will work with the StyleRef field. The style does not have to change any formatting - it can just serve as a marker for the field. In the tutorial the styles used do have formatting functions as well -- primarily the paragraph spacing and the designation of the following style.  *Note: it has been observed that if there is a bookmark with the same name as the reference style it can cause problems. See this [forum thread](http://answers.microsoft.com/en-us/office/forum/office_2010-word/styleref-missing-first-word-when-used-to-repeat/19229c9b-4f64-451f-b893-d2b763f02a2a" \o "StyleRef field with style and bookmark having same name" \t "_blank).*  **Making a StyleRef field only appear if there is text in the style - getting rid of the Error message!**  If you use a StyleRef field and there is no text in that style anywhere in the document, you will get an error message. That probably is not what you want. You can use a [conditional (IF) field](http://addbalance.com/usersguide/fields.htm" \l "IF_field) to screen the error message.  The following nested field displays nothing unless there is something in the named style. If something is present in that style, it gives you the text set in the style as well as extra comment text in the field.  **{** IF **{**STYLEREF "stylename"**}** <> "Error!\*" "**{**STYLEREF "stylename" **}** extra comment text" **}**  If you do not need the extra comment text, do not put it in the field. *Note that this structure cannot be created using Word dialogs; you must edit the field code itself in the document.* As with all fields, you must let Word insert the field delimiter braces **{ }**, you cannot simply type them. See the [introductory material in this page](http://addbalance.com/usersguide/fields.htm" \l "typefields).    Зображення, що містить текст  Автоматично згенерований опис    This coding came from responses to a [Word Answers forum question](http://answers.microsoft.com/en-us/office/forum/office_2010-word/styleref-field-plus-some-text/973a56e0-794f-4621-83c1-e7482bedc9b5). Another: [Hiding Errors when StyleRef does not find the Style](http://answers.microsoft.com/en-us/office/forum/office_2010-word/styleref-if-error-display/546f004e-a16d-4099-8a76-0f75eb57279e" \o "StyleRef error help Microsoft Word" \t "_blank)  *Thank you to Paul Edstein, Doug Robbins, and Suzanne Barnhill for this field coding!*  [Useful StyleRef tricks by Suzanne Barnhill, MVP](http://wordfaqs.ssbarnhill.com/StyleRef.htm)  [StyleRef Fields and Language-Specific Style Names](https://www.thedoctools.com/index.php?show=wt_styleref_fields_and_style_names) - Lene Fredborg, MVP  [More on StyleRef Fields](https://www.thedoctools.com/word-macros-tips/word-tips/styleref-fields-and-language-specific-style-names/) - Lene Fredborg, MVP  [StyleRef Field documentation](http://bettersolutions.com/word/WOO733/LR849738512.htm) BetterSolutions.com  [StyleRef Field documentation](https://support.office.com/en-us/article/Field-codes-StyleRef-field-4ad557c2-c8ab-48ba-8fe3-901d0a5775d0?ui=en-US&rs=en-US&ad=US) Microsoft  **Note,** if the StyleRef field finds text that has been formatted as hidden, it will display blank. It will not search for the next displayed text.  **Formula (Calculation) Fields - Conditional Fields**  A formula field is one that does some kind of calculation and shows you the result. It starts with an equals sign:  **{**= 1 + 3 - 1 **}**  will show a result of 3. Calculations are performed in much the same way as in algebraic expressions.   |  |  | | --- | --- | | **Field** | **Result** | | **{**= 1 + 3 - 1 **}** | 3 | | **{**= 1 + 3 - 1 \* 4 **}** | 0 | | **{**= (1 + 3 - 1) \* 4 **}** | 12 |   See the help files for more information on the rules for what gets calculated first.  When used in online (protected) forms, make sure that the source of the calculation has the property checked to "calculate on exit." Here is an example which takes the Number from one formfield, multiplied by the price from another. Formfields can be given names which Word treats as bookmarks.  **{**= Number \* Price **}**  Formula fields can be nested and can use results of other fields as parts. They can be used as a part of conditional fields.  *As with most other fields, if you type "Formula Field" in Word Help, you will get the Microsoft Reference page on the = field. Most fields do not update automatically. If the conditions change after insertion of the field, the field may have to be updated manually.*  **Conditional Fields - The****IF field**  The structure of an **{**IF**}** field is: **{**IF *expression1 operator expression2* "truetext" "falsetext"**}**. *Expression1 operator expression2*means a statement that will be either True or False. *Expression1* and *expression 2* can be fields or text or a number. *Operator* is the test condition and should come back as true or false.   | **Operator** | **Description** | | --- | --- | | **=** | Equal to | | **<>** | Not equal to | | **>** | Greater than | | **<** | Less than | | **>=** | Greater than or equal to | | **<=** | Less than or equal to |   **{**IF 1=1 "One does equal one!" "This one doesn't equal that one!"**}** Trivial? How about: **{**IF **{**REF "Gender"**}** = "Male" "He" "She"**}**. (Download the [Gender Toolbar template](http://addbalance.com/word/download.htm" \l "GenderToolbar" \t "_blank) to see how this works in real documents.) An example of the same thing using a mergefield would be: **{**IF **{** Mergefield Gender**}** = "Male" "He" "She"**}** You may have noticed that we have one field inside of another field here! Yes, fields can use other fields for parts of their structure.  An If field can be used to display/hide a table or pull in the contents of a completely different document depending on the results of the condition.  Note that the tests for text in the IF field are case-sensitive. y is not the same as Y; Male is not the same as male.  As with all fields, you must let Word insert the field delimiter braces **{ }**, you cannot simply type them. See the [introductory material in this page](http://addbalance.com/usersguide/fields.htm" \l "typefields" \o "Help typing fields in Microsoft word).  *As with most other fields, if you type "IF Field" in Word Help, you will get the Microsoft Reference page on the field. If the condition changes after insertion of the field, the field may have to be updated manually.*  **If Field Practice: A footer entry that only appears on the****last page?**  How would you put the document name and path in the footer of your document to appear only on the last page of the document?  You can insert an automatic page number anywhere in a document (especially in a header or footer) by pressing **Alt+Shift+P**. This gives you a **{**PAGE**}** field that displays as the correct number. Doing this is probably preferable to using the Menu command (Word 2003 and earlier) which inserts a page number in a *frame*. Frames are not in the main document and it makes editing difficult. Likewise, you can use the Insert Page Number choices under the Insert tab in Word 2007 and later but that overwrites existing headers and footers!  The first thought is "I have put a condition on this. I need a conditional Field! - an **{**IF**}** field!  In this case, there are two page numbering fields that can be used and compared.  **{**PAGE**}** = **{**NUMPAGES**}**  The first field is the field to display the current page number. The second is to display the total number of pages in the document. Normally, these are used in "Page **{**PAGE**}** of **{**NUMPAGES**}**." The only time this statement will be true is if this is the last page in the document. We have our *expression*.  We want the document's name with its path. The field for a document's name can be found in the Document Information category: the [**{**FILENAME**}** field](http://addbalance.com/usersguide/fields.htm#FILENAME). An optional switch for this field is "\p" so what we want is the field **{**FILENAME \p**}**. We can add something else to our **{**IF**}** field to print on other pages if we want; how about the Page X of Y noted above? So, our conditional field looks like:  **{**IF **{**PAGE**}** = **{** NUMPAGES**}**"**{**FILENAME \p**}**" "Page **{**PAGE**}** of **{**NUMPAGES**}**" **}**  On the last page, this will print the full document name. In a four-page document, on page three, it will print "Page 3 of 4."  **Question for the curious:**  What will the following field print if placed in a footer? When?  **{**IF **{**PAGE**}** < **{**NUMPAGES**}**"Page **{**PAGE**}** of **{**NUMPAGES**}**" "**{**FILENAME \p**}**" **}**  Click [here](http://addbalance.com/usersguide/fields.htm" \l "Answer) for answer. Further exercise: What fields would you use if you only wanted something to appear in the header or footer of the third page of the document, the next-to last page of the document? See [How to Control the Page Numbering in a Document](http://www.wordmvp.com/FAQs/Numbering/PageNumbering.htm" \t "_blank). See that page as well if you have numbering restart at some point in your document.    **Nested {IF} Fields**  One **{**IF**}** can be used inside of another one to give logical branches and twists.  **{**IF **{**PAGE**}** = 1 "This is the first page." "**{**IF **{**PAGE**}** < **{**NUMPAGES**}**"Page **{**PAGE**}** of **{**NUMPAGES**}**" "**{**FILENAME \p**}**" **}**" **}**  This is called "nesting." The nested IF field is used if the first expression is false. If you think this is complex, wait until we tackle date fields!  When used in online (protected) forms, make sure that the source of the calculation has the property checked to "calculate on exit."   |  |  | | --- | --- | | bullet | [IF Field Reference on Microsoft Office site](http://office.microsoft.com/en-us/word-help/field-codes-if-field-HP005186163.aspx?CTT=1) - Word 97-2003 | | bullet | [IF Field Reference on Microsoft Office site](http://office.microsoft.com/en-us/word-help/field-codes-if-field-HP010077969.aspx?CTT=5&origin=HA102110133) - Word 2007-2013 | | bullet | [Examples of IF Fields - Microsoft Office site](http://office.microsoft.com/en-us/word-help/examples-of-if-fields-HP005187676.aspx?CTT=1) - Word 97-2013 | | bullet | [Gender toolbar Add-In](http://addbalance.com/word/download/index.htm#GenderToolbar) - makes extensive use of IF fields to test for gender document property |     **Date Fields using IF**  Here is an example of a calculated date field written in response to the request:  *I need to create a fiscal year field in Word 97 that accomplishes in Word what the following statement accomplished in English:  If today's month and day are less than or equal to June 30, display the current year, else display current year + 1.*  **{** IF **{** DATE \@ "MM" **}** < 07 **{** DATE \@ "yyyy" **} {** = **{** DATE \@ "yyyy" **}**+1 \# "0000" **} }**  If today were January 31, 2001, the following expression using that field for the year would display: "June 30, 2001" where the year is the field and the rest of the date is regular typed text. If today were July 1, 2001, the same expression would display as  "June 30, 2002." This might be used in a phrase such as "the end of this fiscal year, June 30, 2001."  This uses the test IF field together with date fields and an equation field to display the result if the result is a different year. The formats for the dates are set using date pictures. However, if the result is a different (calculated) year, then you need to use a number picture. In this case, I started out with a two-digit year and was using the picture 00. With a four-digit year, the picture becomes irrelevant.  The field shown above handles the year part of the date. It would have to be combined with an additional DATE field to get the month and day. Note that the field above might work better with a CREATEDATE field instead of the DATE field. With the CREATEDATE field and the additional field for the month and day, we get:  **{** CREATEDATE \@ "MMMM d"**}**,**{** IF **{** CREATEDATE \@ "MM" **}** < 07 **{** CREATEDATE \@ "yyyy" **} {** = **{** CREATEDATE \@ "yyyy" **}**+1 \# "0000" **} }**    Here's a head-spinner! [Dizzy! This little head-spinner emoticon borrowed from Woody's Word Lounge. Click to go there.](http://www.wopr.com/cgi-bin/w3t/postlist.pl?Cat=&Board=wrd&page=0&view=collapsed&sb=5&o=0) The following is an example of a field that gives you the date two weeks from the day a document is created, in regular written English format:  Creation date: July 9, 2001 - desired field result = July 23, 2001 Creation date: July 23, 2001 - desired field result = August 6, 2001 Creation date: December 20, 2001 - desired field result = January 3, 2002 Creation date: February 27, 2003 - desired field result = March 12, 2003 Creation date: February 27, 2004 - desired field date result = March 11, 2004  **{** QUOTE "**{** SET " Delay" "14" **} {**  SET "DaysInMonth" **{** IF **{** CreateDate \@ "MM" **}** <> 2 **{**  = ROUND(30.575\***{** CreateDate \@ "MM" **}**,0)- ROUND(30.575\***{** = **{** CreateDate \@ "MM" **}** -1 **}**,0) **} {**  IF **{**  = MOD(**{** CreateDate \@"yy" **}** , 4 ) **}** > 0 "28" "29" **}** **}** **} {** SET "NextMonth" **{**  IF **{** CreateDate \@ "MM" **}** = 12 "1/97"  "**{** = **{**  CreateDate \@ "MM"**}** + 1 **}**/97 **}** **} {**  IF **{**   = **{** REF "Delay" **}** + **{** CreateDate \@ "dd" **}** **}** <= **{**REF"DaysInMonth"**} {**CreateDate \@ "MMMM **{** = **{** REF "Delay"**}** + **{** CreateDate \@ "dd" **}** **}**, yyyy"**}{** QUOTE **{** NextMonth \@ "MMMM" **}**  **{** = **{** REF "Delay" **}** + **{** CreateDate \@ "dd" **}** - **{** REF"DaysInMonth" **}** **}**,  **{** IF **{** CreateDate \@ "MM" **}** <> 12 **{** CreateDate \@ "yyyy" **} {** CreateDate \@ "**{** = 1 + **{** CreateDate \@ "yyyy" **}** \# "xxxx" **}**" **}** **}** **}** **}**" **}**  The colors in the sample field above represent my attempt to match field delimiters and show nesting of fields. I hope it helps. Those fields shown in green contain no nested fields but may contain references to bookmark values set by other fields. Line breaks have been added for clarity and should not be a part of the actual field.  You can [download](http://addbalance.com/word/download/index.htm" \l "calculateddatefield) a document containing the above field to play with if you like. I wouldn't advise trying to reproduce it by hand! This particular field is a tweaked result of a very nice Add-In by Chris Woodman which seems to be no longer available online. For more on date calculations see [Calculated Dates](http://www.addbalance.com/word/datefields2.htm) which includes links to other pages on date field calculations as well as some discussion of VBA methods of handling date calculations.  You can look [here](http://addbalance.com/usersguide/mailmerge.htm" \l "SkipParts" \t "_blank) for an example of using an IF Field for mailmerge to make part of the mailmerge conditional.  **The****FILENAME field - insert the name of your document**  The [FILENAME field](https://support.microsoft.com/office/field-codes-filename-field-a2946f1b-d822-47dc-ba32-4482aece26bc" \o "Microsoft documentation on the FileName field" \t "_blank) will insert the name of your document in the document. This is used most frequently in document footers. Note that the document must be saved to make this field operational. Whether the name appears as  "MyFile" or "MyFile.docx" depends on whether you have filename extensions displayed in your operating system.  You can add the \p [switch](http://addbalance.com/usersguide/fields.htm" \l "switches) to this field { FILENAME \p } to give the full name, the filename with its path. This field was used in the IF field example shown [above](http://addbalance.com/usersguide/fields.htm" \l "last_page) to give the filename only on the last page of a document.  **Using Fields with****[AutoText](http://addbalance.com/usersguide/autotextautocorrect.htm)**  The AutoText field can be used in templates to call AutoText (or other Building Blocks) into a document from a template or Global Template. This is useful for things like local address/and phone number, the name of a person or an email when a template is to be used company-wide but needs to be tailored for an individual or a local office. To do this, you would use the [AutoText field](https://support.office.com/en-us/article/AutoText-field-47082137-225a-4d9e-b74a-5faf6a5f69cb" \o "Autotext field in Microsoft Word" \t "_blank) (or an [AutoTextList field](https://support.office.com/en-us/article/AutoTextList-field-591cd0be-589b-4aae-9624-db427a19a1c8" \o "Autotextlist field in Microsoft Word" \t "_blank)) to insert that local information. See [Automated Boilerplate Using Microsoft Word.](http://addbalance.com/usersguide/autotextautocorrect.htm)  Fields can be very complex and laborious to construct. One of the most efficient ways to insert complex fields into your documents and templates is by saving the field, itself, as an AutoText entry. An example of a template that does this is the Gender Toolbar template that can be downloaded from my [downloads page](http://addbalance.com/word/download.htm).  It has fairly complex IF fields that can be inserted from a menu in a custom toolbar.  If there are multiple template sources of AutoText entries, Word follows its [hierarchy for templates](http://addbalance.com/usersguide/templates.htm" \l "hierarchy) in choosing which one to insert. I do not know which building block will be chosen if their are different building blocks having the same name (but in different galleries) in the same template. As with all fields, you must let Word insert the field delimiter braces **{ }**, you cannot simply type them. See the [introductory material in this page](http://addbalance.com/usersguide/fields.htm" \l "typefields" \o "Help typing fields in Microsoft word).  There is an **AutoTextList** field which can be used to give a dropdown list of AutoText entries that were stored with certain styles. This is an old and underutilized field. See [AutoTextList field - How to add pop-up lists to any Word document, so you can click your way through changes in seconds](http://word.mvps.org/FAQs/TblsFldsFms/AutoTextList.htm" \o "autotextlist field help" \t "_blank) by MVP Bill Coan.    **Formatting Field results (what shows on screen and prints)**  How your field looks and prints depends on (1) the formatting applied to the paragraph (direct or [styles](http://addbalance.com/usersguide/styles.htm)), (2) the formatting applied to the characters (direct or styles), and (3) any field formatting switches. In this section, we'll look at the switches that you might want to use. Remember, display your field codes by pressing Alt+F9. See also: [Formatting Word Fields with Switches](http://www.gmayor.com/formatting_word_fields.htm" \t "_blank)by Graham Mayor, MVP.  **Those applied by default:**    **Capitalization (case) switches:**   |  |  | | --- | --- | | **Switch** | **Result** | | \\* caps | Capitalize Each Word | | \\* firstcap | Capitalize the first word only | | \\* lower | lowercase text | | \\* upper | UPPERCASE TEXT |   **Dates: reviewed [above](http://addbalance.com/usersguide/fields.htm" \l "DATE)**  **Numbers:**  Instruction switches (as distinguished from picture switches)   |  |  |  | | --- | --- | --- | | **Switch** |  | **Result & Explanation** | | \ \* cardtext | Cardinal number | Converts numbers in the result to cardinal text form. To control case, add another format switch that specifies capitalization. For example, {= sum(A1:B2) \ \* cardtext} gives a result such as "seven hundred ninety." The field {= sum(A1:B2) \ \* cardtext \ \* caps} gives a result such as "Seven Hundred Ninety." Can be used in a Page field to spell out page numbers. {PAGE \\* cardtext \\* caps} | | \ \* dollartext | Check format | Converts numbers in the result to cardinal text, inserts "and" at the decimal place, and displays the first two decimals (rounded) as arabic numerators over 100. For example, {=9.20 + 5.35 \ \* dollartext} gives the result "Fourteen and 55/100." | | \ \* ordinal | Ordinal number | Converts numbers in the result to arabic ordinal form. For example, {DATE \ @ "d" \ \* ordinal} gives a result such as "30th." | | \ \* ordtext | Ordinal text | Converts numbers in the result to ordinal text form. To control case, add another format switch that specifies capitalization. For example, {DATE \ @ "d" \ \* ordtext \\* caps} gives a result such as "Fourteenth." The field {DATE \ @ "d" \ \* ordtext \ \* upper} gives a result such as "FOURTEENTH." | | \ \* alphabetic |  | Converts the result to alphabetic characters. The result has the case of the first character of "alphabetic." For example, {SEQ appendix \ \* Alphabetic} gives a result such as "B" instead of "2." | | \ \* Arabic | (default) | Converts numbers in the result to arabic cardinal form. For example, {PAGE \ \* arabic} gives a result such as "31." When the setting in the Number Format setting in the Page Number Format dialog box (Header-Footer View, Page Numbers Format Button, View menu) is other than arabic, the "\ \* arabic" switch overrides the dialog box setting. | | \\* hex | hexidecimal | Converts numbers in the result to hexidecimal numbers. For example, {QUOTE "458" \ \* hex} gives the result "1CA." | | \ \* roman | Roman numeral | Converts numbers in the result to roman numerals. The result has the case of the first character of "roman." For example, {SEQ chapter \ \* Roman} gives a result such as "XI." The field {SEQ chapter \ \* roman} gives a result such as "xi." Useful in page numbering for front matter. | | Note, switches which convert numbers to text of some sort are responsive to the proofing language of the field. For instance:  "1" \\* OrdText in English will give "first" but  "1" \\* Ordtext in Spanish will give "primero."  **Picture switches**  **Syntax**  \ # "*instructions*"  **Remarks**  Specifies how to display the numeric result of a field. This switch is called a "picture" switch because you specify a pictorial representation for the field result. For example, the field {= SUM(ABOVE) \ # "$#,##0.00"} displays a currency result such as "$4,455.70" because of the "\ # "$#,##0.00"" Numeric Picture switch. If the result of a field is not a number, this switch has no effect.  **Note**  Quotation marks are not required around simple numeric pictures that do not include spaces (for example, {mayreturns \ # $#,##0.00}). For more complicated numeric pictures and those that include spaces, you must enclose the entire numeric picture in quotation marks (for example, {= mayreturns+junereturns \ # "$#,##0.00 'increase';$#,##0.00 'decrease'"}). When you add a Numeric Picture switch to a field using the Add To Field button in the Field Options dialog box (Field command, Insert menu), Word automatically encloses the numeric picture in quotation marks.  Use any combination of the following *instructions* to build your numeric picture. | | | | **Switch** |  | **Result & Explanation** | | \# "00.00" | 0 (zero) | Required digit placeholder. A zero in the numeric picture indicates that you want a digit to appear in that place in the result. If the result does not include a digit corresponding to a zero's position, a zero is displayed. For example, {= 4 + 5 \# "00.00"} displays the result "09.00." | | \# "##.##" | # (number sign) | Optional digit placeholder. Number signs in the numeric picture indicate that you want a digit to appear in that place in the result only if the result calls for it. If the result does not include a digit corresponding to a number sign's position, a space is displayed. For example, {= 9 + 6 \# "$###"} displays the result "$ 15." | | \# "x" | x (round) | Truncating digit placeholder. Drops any digits to the left of the placeholder, and rounds up when placed to the right of the decimal point. For example, the field {= 3/4 \# ".x"} uses a truncating digit placeholder to the right of the decimal point that rounds the result up to one decimal place. The calculation yields .75, which is rounded to .8 in the field result. | |  | *decimal point* | Indicates where to place the decimal point. For example, {= SUM(ABOVE) \# "$###.00"} displays a result with two digits to the right of the decimal point. The character you use as a decimal point must match the decimal character in your system setting. Typically, this is a period (.) in the United States and a comma (,) for many other countries. Use the International option in Control Panel to set the decimal character for your system. | |  | *thousands separator* | Separates series of three digits to display large numbers clearly. For example, {= NetProfit \# "$#,###,###"} displays a result such as "$2,456,800." The character must match the thousands separator character in your system setting. Typically, this is a comma (,) in the United States and a period (.) for many other countries. Use the International option in Control Panel to set the thousands separator character for your system. | | *\# "-"* | - (minus sign) | Adds a minus sign if the result is negative, or a space if the result is positive or zero. For example, {= 10 - 90 \# "-##"} displays the result "-80." | | \# "+" | + (plus sign) | Adds a plus sign if the result is positive, a minus sign (-) if the result is negative, or a space if the result is zero. For example, {= 100 - 90 \# "+##"} displays the result "+10." | |  | *positive*; *negative* | Specifies different number formats for positive and negative results. For example, {= sales93 \# "$#,##0.00;*-$#,##0.00*"} displays a positive result for the bookmark "sales93" in regular character formatting-such as "$1,245.65"-and a negative result in bold character formatting with a minus sign-such as "-$ 345.56." | |  | *positive*; *negative*; *zero* | Specifies different number formats for positive results, negative results, and a zero result. For example, {= sales93 \# "$#,##0.00;($ #,##0.00);$0"} displays a positive result for the bookmark "sales93" in a format such as "$1,245.65," a negative result in parentheses, such as "($  345.56)," and a zero result as "$0." | | *\# "'*literal text'" | '*text*' (literal text) | Inserts literal text in the result. Enclose the text in apostrophes. For example, {= {price}\*8.1% \# "$##0.00 '= sales tax' "} includes the text "= sales tax" in the field result. | |  | `*sequence*` (sequence value) | Includes the value of a sequence such as the current chapter number. Enclose the sequence identifier in accents grave (`). The result is displayed in arabic format. For example, {CREATEDATE \ @ "M/d/yy 'is the creation date of Chapter' `chapter`"} gives a result such as "7/22/93 is the creation date of Chapter 2." | |  | *character* | Includes any other character - space, hyphen (-), asterisk (\*), and so forth - in a date-time picture. For example, the field {DATE \ @ "HH:mm MMM-d, yy"} adds a colon and hyphen to the field result. Note that the character must be something other than the picture characters already reserved by the system, both those above and those set forth in the date formatting pictures. | | \# "(###) ###-####" | phone number | Source: 6082769644  Picture "(###) ###-####"  Result (608)276-9644 |   For more, see [Formatting Word Fields with Switches by Graham Mayor, MVP.](http://www.gmayor.com/formatting_word_fields.htm" \t "_blank)  **Word Help topics:**  **Word 2000**   |  |  | | --- | --- | | bullet | Dictionary-style headers | | bullet | Fields |   **Word 97**   |  |  | | --- | --- | | bullet | Fields | | bullet | Dictionary-style headers |          |  |  | | --- | --- | | Tip | **Tip** |   *The following is from the Chapter on [Numbering](http://addbalance.com/usersguide/numbering.htm" \l "Sequence_Fields):*  **Create****Sequence Fields for Interrogatories and More**  [Microsoft Reference on Sequence Fields](https://support.office.com/en-us/article/field-codes-seq-sequence-field-062a387b-dfc9-4ef8-8235-29ee113d59be?ui=en-US&rs=en-US&ad=US)  Sequence fields are the first method that Word developed for automatic numbering and, in the words of John McGhie, the most robust. They are virtually unbreakable. Here is a link to the [Microsoft Office reference page](http://office.microsoft.com/en-us/word-help/field-codes-seq-sequence-field-HP010255520.aspx?CTT=5&origin=HA102110133) for them in Word 2010. As far as I know, the syntax and the switches have remained unchanged since before Windows.  **{ SEQ** *Identifier* [*Bookmark* ] [*Switches* ] **}**  A Sequence field tracks differently numbered lists within a document. Combining Sequence fields and AutoText entries give you a fast and easy way to insert Interrogatories, Requests for Production, and Requests for Admission.  **Practice: Use Sequence Fields**   1. Type **INTERROGATORY NO.** followed by a space. 2. Press CTRL+F9 to insert field characters. 3. Type **SEQ Rog**within the field characters.      |  |  | | --- | --- | | Note | **Note**  The "Rog" in this example is the name of the Interrogatory numbering scheme. This name will keep this numbering scheme unique from any other schemes that may be running in the document. See Tip below for more information. It is the *"Identifier"* in the syntax shown. |  1. Press F9 to update the field. A number "1" should appear. 2. Select INTERROGATORY NO. 1, and press ALT+F3 to create a new AutoText entry. 3. Type **rog** for the AutoText entry name, and click OK. 4. Type **Request for ANSWER**followed by a space. 5. Press CTRL+F9 to insert field characters. 6. Type **SEQ Ans**within the field characters. 7. Select ANSWER 1, and press ALT+F3 to create a new AutoText entry. 8. Type **Ans** for the AutoText entry name, and click OK. 9. Type **Ans** and press F3. The next sequential number for an Answer appears. 10. Press ENTER and type rog and press F3. The next sequential Interrogatory appears.   To use the AutoText entry, simply type rog and press F3.     |  |  | | --- | --- | | Tip | **Tip**  Follow the same steps (above) to create Request for Production or Request for Admissions. The only difference would be in Step 3, you would change the "rog" to "rpf" or "rfa". This will keep unique numbering schemes running in the same document. Therefore, you could have an Interrogatory No.1 as well as Request for Production No.1. Keep in mind that if you cut, copy or paste sequence codes, you'll need to select them and press F9 to update the field codes. They do not update automatically. |   The *Bookmark* part of the syntax **{ SEQ** *Identifier* [*Bookmark* ] [*Switches* ] **}** is optional and is when adding Cross-Reference text as part of the SEQ field.  The *Switches* are also optional and are as follows:  **\c**  Repeats the closest preceding sequence number. This is useful for inserting chapter numbers in headers or footers.  **\h**  Hides the field result. Use it to refer to a Seq field in a cross-reference without printing the number. For example, you might want to refer to a numbered chapter but not print the chapter number. The \h switch doesn't hide the field result if a Format (\\*) switch is also present.  **\n**  Inserts the next sequence number for the specified items. This is the default.  **\r n**  Resets the sequence number to the specified number *n*. For example, **{** SEQ figure \r 3 **}** starts figure numbering at 3.  **\s**  Resets the sequence number at the heading level following the "s". For example, **{** SEQ figure \s 2 **}** starts numbering at the Heading 2 style. *Many fields do not update automatically or when the underlying condition changes without a little help, either a manual update using the F9 key or a macro.*    **Bar Code Fields**  Word 97-2003 have easy access to a [BARCODE field](http://office.microsoft.com/en-us/word-help/field-codes-barcode-field-HP005186205.aspx" \t "_blank) that generates an old PostNet field. *This field is not only not useful but may cause problems with the Post Office.* In Word 2007 and later the field generates a bar code but is not written for you by Word. It still generates the (dysfunctional) bar code in later versions of Word.  **Word 2013/365** added two fields that are not much documented. These fields do not work in earlier versions of Word and will, in some circumstances generate an error message if a document with such a field is opened in earlier versions. (This won't prevent opening the document or hurt the contents.) These fields are:   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | bullet | [DisplayBarCode](http://msdn.microsoft.com/en-us/library/hh745901(v=office.12).aspx) Field - This field lets you insert various kinds of bar codes and has switches for orientation and size as well as error-correction level.  Includes the following kinds of Bar Codes:   |  |  | | --- | --- | | bullet | QR - Quick Response | | bullet | CASE / ITF14 - track shipping | | bullet | CODE128 | | bullet | CODE39 | | bullet | JPPOST | | bullet | EAN8/EAN13 | | bullet | JAN8/JAN13 | | bullet | UPCA/UPCE | | bullet | ITF14 | | bullet | NW7 |   [[Click to download the Add-In that produced this QR code.](http://addbalance.com/word/download.htm#BarCodeAddIn)](http://addbalance.com/word/download.htm#BarCodeAddIn)Download the free [BarCode Add-In](http://addbalance.com/word/download.htm" \l "BarCodeAddIn" \t "_blank) for easy implementation of this field. The QR code shown was generated using that Add-In. | | bullet | [MergeBarCode Field](http://msdn.microsoft.com/en-us/library/hh745903(v=office.12).aspx) - Works like the MergeCode field except it has extra arguments that tell the field what kind of bar code to display. I believe you could do the same thing with the DisplayBarCode field using a mergefield as one of the arguments. |     **Using****vba (macros -- Visual Basic for Applications) to insert fields in documents**  **Insert a field using vba**  The following will insert a [StyleRef Field](http://addbalance.com/usersguide/fields.htm" \l "STYLEREF" \o "Information about the StyleRef field) . The name of the style needs to be put in the string strStyleName. This can get much more complex.   With Selection  .Fields.Add Range:=Selection.Range, Type:=wdFieldEmpty, \_ PreserveFormatting:=False, Text:="StyleRef " & strStyleName .Fields.Update  End With  **Insert a (nested) Sequence field using vba**  Sub InsertOddSeqField() ' Paul Edstein (macropod) [Microsoft Community Answers](https://answers.microsoft.com/en-us/office/forum/office_2013_release-word/how-do-i-create-an-odd-numbered-list-in-word-2013/054ae25a-50a1-4df4-bc86-298e605b2127?page=2) 'Insert nested field Application.ScreenUpdating = False ActiveDocument.ActiveWindow.View.ShowFieldCodes = True With Selection   .Fields.Add Range:=Selection.Range, Type:=wdFieldEmpty, \_     PreserveFormatting:=False, Text:="=\*2-1 \# 0"   .MoveRight Unit:=wdCharacter, Count:=3   .Fields.Add Range:=Selection.Range, Type:=wdFieldEmpty, \_     PreserveFormatting:=False, Text:="SEQ MyList"   .Fields.Update End With ActiveDocument.ActiveWindow.View.ShowFieldCodes = False Application.ScreenUpdating = True End Sub  First, generally you may want to simply create a field and perhaps edit it in the user interFace. If you need to repeat that field often, you will save it as an AutoText Entry (Building Block) for easy reuse. There may be times, though, when you want to be able to place a field into a document using a macro.     |  | | --- | | **Troubleshooting Fields — Issues To Watch Out For**   1. Insertion of field braces {} using the keyboard instead of the Ctrl+F9 key combination **{ }**. With show field codes on, you won't see the difference when you are typing until you try to turn the field codes off. They may look the same to you and me but to Word they are very different! You can't enter fields manually using the braces on the keyboard. If you did this by mistake, cut your text, delete the typed braces, insert new braces using Ctrl+F9, and paste your text. 2. Fields in headers/footers. You cannot use a document variable field in a header/footer. It will crash Word. 3. Page numbering fields. Word doesn't really have pages, it just cuts things up into pages as it prints. There are times when it will start printing before it has finished cutting and the page numbers (especially the NUMPAGES) will be wrong. 4. Fields not updating. They may be locked. Most fields don't update when you open, edit, or close a document, but rather when you *print* it. 5. ASK fields and FILLIN fields - double prompts. You are asked twice to answer each field. See the Microsoft Knowledge Base Articles [Q238978](http://support.microsoft.com/support/kb/articles/Q238/9/78.ASP) and [Q164547](http://support.microsoft.com/support/kb/articles/Q164/5/47.asp). 6. What happens to field results when you save as text? See the Microsoft Knowledge Base Article [Q211688](http://support.microsoft.com/support/kb/articles/Q211/6/88.ASP). 7. Your computer's BIOS may have special uses for function keys, hijacking their use with fields. If so, there will be a special shift key (**Fn**). So, instead of **Ctrl+F9**, you would use **Fn+Ctrl+F9**. 8. When discussing field codes in the forums or an email it can be helpful to actually see the code. When you copy a field code from Word and paste elsewhere (as in a forum) you simply get the field result.  Related online thread: [Convert field codes to text for posting | Windows Secrets Lounge](http://windowssecrets.com/forums/showthread.php/47170-Convert-field-codes-to-text-for-posting).  Here is a macro from Paul Edstein (macropod). I've been using it since 2004 when I want to look at or share a field code. (Truly sharing a complex nested field code requires sending a document with the code in it, though.)  Sub FieldCodeToString() ' ' From Paul Edstein (macropod) ' Found at http://www.gmayor.com/export\_field.htm ' Posted to the newsgroup on 15 April 2004 by macropod ' Converts a Word field code to a string (in the clipboard) ' Dim Fieldstring As String Dim NewString As String Dim CurrChar As String Dim CurrSetting As Boolean Dim fcDisplay As Object Dim MyData As DataObject Dim X As Long ' NewString = "" Set fcDisplay = ActiveWindow.View Application.ScreenUpdating = False CurrSetting = fcDisplay.ShowFieldCodes ' If CurrSetting <> True Then \_ fcDisplay.ShowFieldCodes = True Fieldstring = Selection.Text ' For X = 1 To Len(Fieldstring) CurrChar = Mid(Fieldstring, X, 1) Select Case CurrChar Case Chr(19) CurrChar = "{" Case Chr(21) CurrChar = "}" Case Else End Select NewString = NewString + CurrChar Next X ' Set MyData = New DataObject MyData.SetText NewString MyData.PutInClipboard fcDisplay.ShowFieldCodes = CurrSetting End Sub  This code and the reverse (string to code) can be found on [Graham Mayor's site](http://www.gmayor.com/export_field.htm" \o "fields microsoft word" \t "_blank) with directions on how to use them.   Using this code which displays and then hides field codes will trigger a minor bug in Word 2013 that zooms the next document created/opened to 10%. |     **Answers to [question](http://addbalance.com/usersguide/fields.htm" \l "Question) on footer field:**  **{**IF **{**PAGE**}** < **{**NUMPAGES**}**"Page **{**PAGE**}** of **{**NUMPAGES**}**" "**{**FILENAME \p**}**" **}**  On the last page, this will print the full document name. In a four-page document, on page three, it will print "Page 3 of 4." (That's right, it prints the same thing under the same circumstances as did our other field! The order of the *truetext* and *falsetext* have been reversed because if "**{**PAGE**}** < **{**NUMPAGES**}**"is true then "**{**PAGE**}** = **{**NUMPAGES**}**" must be false.  To put "*truetext*" only on the third page of the document the field would look like:  **{**IF **{**PAGE**}** = 3"*truetext*" **}**  To put "*truetext"* only on the next-to-the-last page the field could look like:  **{**IF **{**PAGE**}** = **{ = {**NUMPAGES**}** - 1 **}**" "*truetext*" **}**          There is no corresponding Chapter on the Microsoft website.  page views since 14 April 2004 |
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