

## Fields Word 2002

Fields are used in a document to generate information which needs to be changeable. Whenever you add page numbering to a document, a *page field* is inserted into the header or footer. You might also add a *date field*, either in a header/footer (to indicate when the document was last printed) or to a letter template (to save you typing in today's date each time you want to send out a letter). Fields are also used to create an index or table of contents and in mail merge, to pick up information from a data source. You can also use fields to insert document information (such as the author or file name), to perform calculations, to create links and references to other documents or items, and to perform many other special tasks.

Normally you will not be aware that a field exists. They can be viewed by pressing **<Alt F9>**, as you will see later. The special field code is then displayed enclosed by curly brackets {}, known as *braces*. Sadly, you *cannot* insert field braces by typing the characters on the keyboard, though you can generate them by pressing **<Ctrl F9>** (if you are an expert and know what code to type within them). Most fields can also have switches or other options which extend their capabilities.

### Simple Fields

A field code is inserted at the current typing position (the *insertion point*) in a document. You must position the insertion point before you insert the code (eg move to the very start of your document before you insert a *Table of Contents*). A few field codes are automatically inserted in the correct place for you, irrespective of the current typing position (eg page numbers).

As an introduction to fields, add page numbering to a new document:

1. Start up *Microsoft Word* with a new blank document
2. Open the **Insert** menu and choose **Page Numbers...**
3. Set the *Position:* to **Top of page (Header)** and the *Alignment:* to **Right**
4. Press **<Return>** or click on **[OK]** - the screen changes to *Print Layout View*

A little number **1** should have appeared in grey in the top right corner of your document (this only shows in *Print Layout View*). This isn't a fixed character - it needs to change for each page. To achieve this, Word has inserted a *Page field* in the chosen location. To see the field code:

5. Press **<Alt F9>** and note how the number is replaced by the code **{PAGE }**
6. Press **<Alt F9>** again and the code is switched back to a number

The key combination **<Alt F9>** is used to display/hide *ALL* field codes. You will see later that **<Shift F9>** can be used to display/hide a single field code.

Next, add a date and time to your document:

7. Open the **Insert** menu and choose **Date and Time...**
8. From the list of *Available formats:* select the second one - the day of the week plus the date
9. Tick on the *Update automatically* check box then press **<Return>** or click on **[OK]**

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10. Press **<Return>** for a new line then repeat step 7
11. From the list of *Available formats*: choose the last one (the time, including seconds) then check that *Update automatically* is on - press **<Return>** for **[OK]**
12. Repeat steps **10** and **11** but this time turn off the *Update automatically* check box
13. Press **<Alt F9>** to see the new field codes - note that Word doesn't use a field unless *Update automatically* is set on
14. Press **<Alt F9>** again to turn off the codes

## Updating Fields

Fields are updated each time you open a file containing them. They are also updated when you preview a document. An option also allows you to ask for them to be updated when the document is printed. If you want to update them at other times you can do so by forcing an update, either to a particular field or to all of them.

1. Note the time currently displayed by the (first) time field
2. Click on the **[Print Preview]** toolbar button then use the magnifier - you should find the time has been updated
3. Click on **[Close]** to return to your document - the time is updated again

If you were to save and close the file then reopen it tomorrow, the date field would also have changed (and the time field would show as the time you reopened it).

Fields can be manually updated any time, either individually or all at once. To demonstrate this, add an extra time field, as follows:

4. Either insert another time field in the same way you did earlier or **[Copy]** and **[Paste]** the one already in your document
5. Move the insertion point into the field - use the **<left arrow>** key or click on it using the mouse
6. Press **<F9>** to update just this field

If you want to update several fields then you must select them first. To update all the fields in a document, select the whole document before pressing **<F9>**:

7. Select the whole document by pressing **<Ctrl a>** - or use **Select All** from the **Edit** menu
8. Now press **<F9>** - everything which is a field is updated

To turn on the option which updates the fields each time you print:

9. Open the **Tools** menu and choose **Options...**
10. On the *Print* tab under *Printing options*: turn on the **Update fields** check box
11. Press **<Return>** or click on **[OK]** to turn this option on - otherwise click on **[Cancel]**

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### Locking, Unlocking and Unlinking Fields

Sometimes you don't want the information in a field to be updated; in this case you *lock* the field. You then have to *unlock* it when you do want it updated. You can also permanently *unlink* a field. In this case the field code is replaced by the displayed value, held as ordinary text.

1. Move the insertion point into one of the time fields using the *arrow keys* or a mouse click
2. Now press **<Ctrl F11>** - the field is locked
3. Try pressing **<F9>** - you will find the time is not updated
4. Press **<Ctrl Shift F11>** (to unlock the field) and then **<F9>** - the time now does update

Next try unlinking the field:

5. Move the insertion point back into the field as in step 1
6. Press **<Shift F9>** to reveal the field code

**Note:** Whereas **<Alt F9>** displays *all* the field codes, **<Shift F9>** displays just the one (or more than one if several have been previously selected).

7. Press **<Shift F9>** again, to hide the field code
8. Now press **<Ctrl Shift F9>** to unlink the field
9. Display *all* the field codes by pressing **<Alt F9>** - you will find that this particular time is no longer a field but is now ordinary text (which no longer updates)
10. Hide the codes by pressing **<Alt F9>** once more

### More Complex Fields and On-line Help

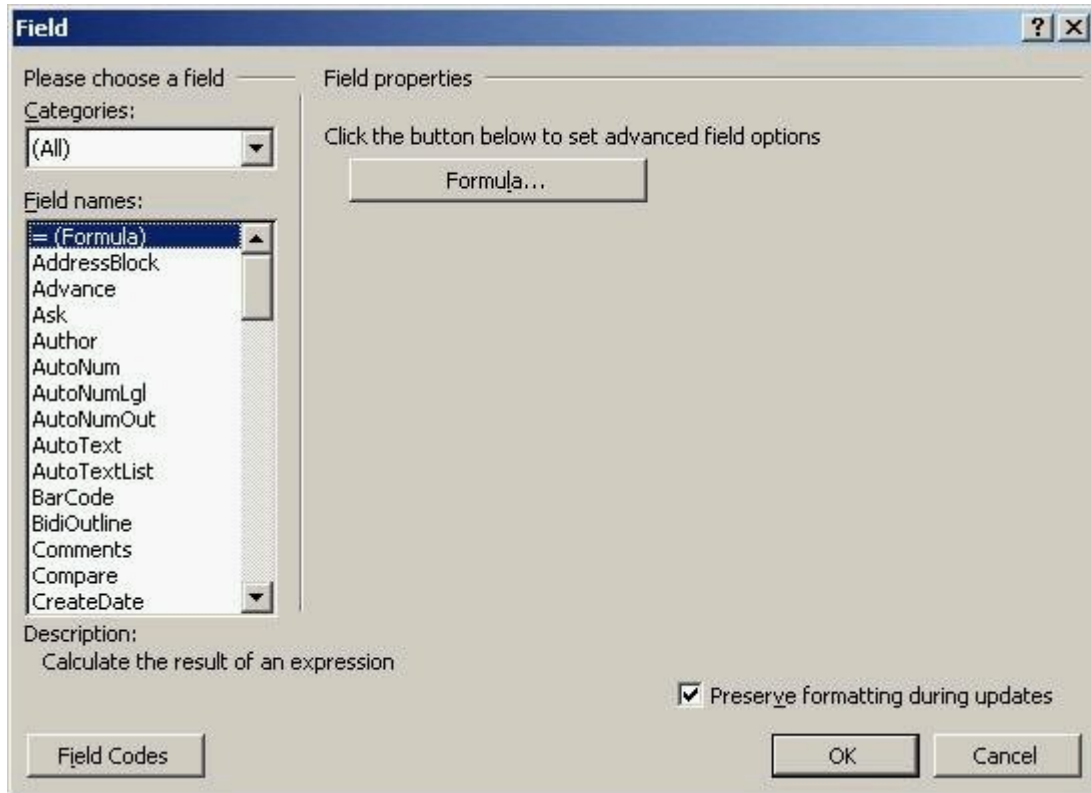
There are numerous other fields which can be inserted into a document, as you will see in a minute. You can also add switches to the field codes (including *page*, *date* and *time* fields) to set certain attributes. This next exercise shows you how to add such fields to a document.

No matter which field you want to add to a document, you must first move the insertion point to the position required:

1. Move to the end of your document (press **<Ctrl End>**) then press **<Return>** for a new line
2. Open the **Insert** menu and choose **Field...**

The *Field* dialogue box will open:

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Currently, all the available fields are listed in the *Field names:* box. If you do not want to see the entire list, but only want to see fields in one category, for example *Date and Time*, then you can choose the required category from the *Categories:* box (above *Field names:*).

If you click on a field name, a brief description of what the field does is shown towards the bottom of the box. Below that, the **[Field codes]** button can be used to help you with the *syntax* (precise format) of the field - you will see how this works later.

3. Open *Categories:* and choose **Date and Time** - then select **Date** in *Field names:*
4. Click on the **[Help]** button - the ? to the left of the **[Close]** window button (the mouse cursor then becomes a question mark)
5. Click in the *Field names:* box and help will activate for the selected field - ie *Date*

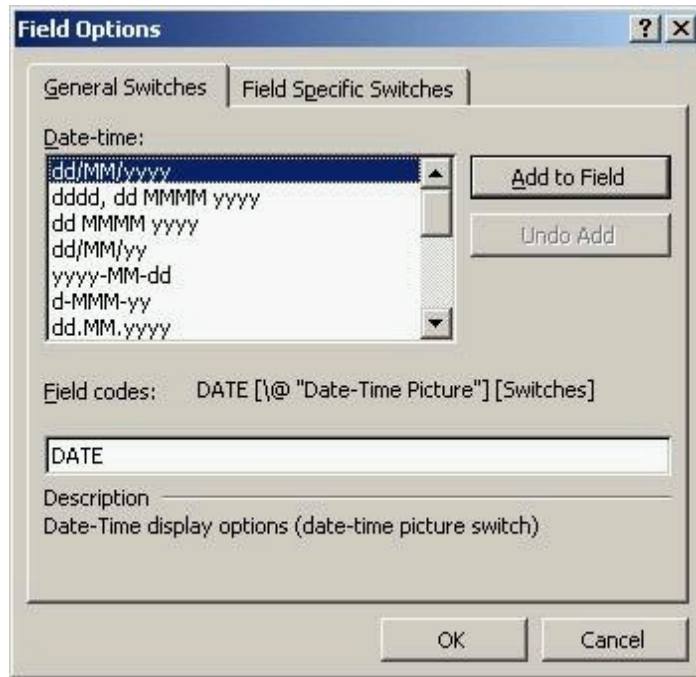
The help window gives you much more detailed information about how the Date field works. In particular it tells you what *switches* can be added to the field code and what effect these have. The \@ "Date-Time Picture" is the important switch - it determines the date format (eg whether it is shown in full or abbreviated). To get further help on this:

6. Click on **Switches** button at the bottom of the *Help* information
7. Now click on the *Learn more about date-time picture switches* link

You now have further links to **Month(M)**, **Day(d)**, **Hours(h)** etc. Explore some of these links to see how the codes work.

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- Once you have finished reading, [**Close**] the *Help* window
- In the *Field* window in Word, click on *Field Codes* then on **Options...** - the following window appears:



- On the *General Switches* tab, select the `aa mmmm yyyy` code then click on [**Add to Field**] - if you inadvertently select the wrong code just click on the [**Undo Add**] button
- Press **<Return>** (or click on [**OK**]) *twice* to add the field to your document

The date will appear in the chosen format.

### Typing in and Editing Field Codes

Microsoft Word lets you type in the field codes directly but only if you use the special *insert empty field* key combination of **<Ctrl F9>**. You can also edit the field codes, if you need to.

- Press **<Return>** for a new line at the end of your document
- Press **<Ctrl F9>** - field code *braces* should appear
- Inside the braces type `date`
- Press **<F9>** and today's date should appear in the default style `dd/MM/yy`

To edit the date field code and add a switch:

- Press **<Shift F9>** to display the field code

**Note:** Normally you would now type in the switch, but as you are not familiar with these, display all the codes and use them as examples:

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6. Press **<Alt F9>** to display all the field codes
7. Move the insertion point to the end of the new date field, immediately before the final brace
8. Type \@ "ddd dd-MM-yy"
9. Press **<Alt F9>** to hide the field codes then **<F9>** to update the new date field

The date should now be displayed in the specified format, starting with the abbreviated weekday followed by a numeric date separated by dashes. This format is not one which can be found in the standard list - you have created your own *customized* one. For practice, try modifying it again:

10. Press **<Shift F9>** to display the field code
11. Edit the current switch to read \@ "dddd, dd'th' MMMM yyyy"
12. Press **<F9>** to update the field result

Not only is the month spelt out in words and the year shown in full but you have also added *th* to the date. Anything enclosed in single quotes within the *Date-Time Picture* code appears as typed.

### Displaying Fields with Shaded Backgrounds

Some people like to distinguish between normal text and field-derived text in a document. You can, if you want, arrange to have fields displayed with a shaded background. To do this:

1. Open the **Tools** menu and choose **Options...**
2. On the *View* tab, under the heading *Show*, set the *Field Shading* option to **Always**
3. Press **<Return>** or click on **[OK]**

You will now find that any text in your document which is based on a field code has a shaded background. To turn the shading off again:

4. Repeat steps **1** to **3** as above but at step **2** set *Field Shading* to **When selected**

The other option, **Never** turns shading off completely but is generally not recommended.

### Examples of using Fields

#### Counting the Number of Words in a Document

When you are writing an essay and have a word limit, you may or may not be aware that you can find out from Word how much you have written. This can be obtained using the **Properties** command in the **File** menu. It's also available as a field code, which can be added to your document. This can then be updated whenever you want a fresh word count. A good place to position this is a couple of blank lines below the end of your typing:

1. Using any existing document, move to the end (**<Ctrl End>**) then press **<Return>** *twice*
2. Type `word count` then open the **Insert** menu and choose **Field...**

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3. Select the *Category*: **Document Information** and then the *Field name*: **NumWords**
4. Press **<Return>** or click on **[OK]** and the current word count will be shown
5. Move up to the end of your text and type some more words
6. Move the insertion point into the word count number and press **<F9>** for an updated count

When you have finished writing your essay, you can delete the line giving the word count.

### Creating a Drop-Down AutoText List

AutoText can be a very useful facility when you are typing documents in which the same word or phrase is repeated many times. Sometimes, you may have a document or template in which the words which appear at a particular place are from a fixed list. An AutoText List field allows you to select the required text from a pop-up list. To achieve this, you must define each AutoText list entry in a specially-named style.

Begin by defining the entries required. In this example, you are going to create a list of students:

1. Start with a new blank document (press **<Ctrl n>**)
2. Click in the **[Style]** box, after the word *Normal*, and type in a new style name eg `students` (or something similar) then press **<Return>**
3. Type in the first member of your list, eg `Chris Smith`, then drag through to select it
4. Open the **Insert** menu and choose **AutoText** followed by **New...** - or use **<Alt F3>**
5. Press **<Return>** or click on **[OK]** to create the AutoText entry
6. Repeat steps **3** to **5** for further members of the list - you'll need at least two entries

Having created the list of students, you can start to use it in an AutoText List field:

7. **<Delete>** the list and check the **[Style]** is back to **Normal**
8. Start typing your document - eg `Next week's seminar will be given by`
9. Open the **Insert** menu and choose **Field...**
10. Under *Categories*: choose **Links and References** and in *Field names*: select **AutoTextList**
11. Click on **[Field Codes]** then, in the box provided, click after `AUTOTEXTLIST` and type `"student name"` (for a prompt)
12. Click on **[Options...]** and on the *Styles* tab select **students** and **[Add to Field]**
13. Click on **[OK]** *twice* to insert the field code - the *student name* prompt is displayed

Whenever you want to substitute the prompt by a member of the list:

14. *Right click* on the prompt to display the AutoText List and choose the required student
15. You can select a different student simply by *right clicking* on the field again

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### Creating Dictionary-Style Page Headers

Using fields, you can print the first and last items that appear in a list at the top of each page - like in a dictionary or telephone directory. For example, if you were typing out a list of references, you could have the first and last reference that appear each page listed. This can be done as follows:

1. Start with a new blank document (press **<Ctrl n>**) - unless you already have one suitable
2. Click in the **[Style]** box, after the word *Normal*, to create a new style - call it `listitem` (or something similar) then press **<Return>**
3. To speed up typing, press **<Ctrl 2>** to double-space the list then type in a list which stretches over two pages - a single character per line is sufficient, eg `a to z`

You now need to add two special fields in the page header (or footer):

4. Open the **View** menu and select **Header and Footer**
5. Open the **Insert** menu and select **Field...**
6. Under *Categories*: click on **Links and References** and in *Field Names*: select **StyleRef**
7. Under *Style name*: select **listitem**
8. Press **<Return>** or click on **[OK]** to insert the field

The first list entry on the page should now be shown. Continue as follows:

9. Type the word `to` then repeat steps **5** to **8**, as above
10. Under *Field options* turn on **Search from bottom of page to top**
11. Press **<Return>** or click on **[OK]** to insert the field code
12. If required, justify the fields by clicking on the **[Align Right]** or **[Center]** buttons
13. Finally, **[Close]** the *Header and Footer*

**Note:** If your new header shows no value after the word *to*, you have a blank line at the end of your list on that page - **<Delete>** it or add another listitem.