Use the *Description* and *Custom Properties* tabs for:

- Metadata to assist in classifying, sorting, storing, and retrieving documents. Some of this metadata is exported to the closest equivalent in HTML and PDF; some fields have no equivalent and are not exported.

- Information that changes. You can store data for use in fields in your document; for example, the title of the document, contact information for a project participant, or the name of a product might change during the course of a project.

This dialog can be used in a template, where the field names can serve as reminders to writers of information they need to include. (Placeholders can serve a similar function within the text; see page 381.)

You can return to this dialog at any time and change the information you entered. When you do so, all of the references to that information will change wherever they appear in the document. For example, on the *Description* tab (Figure 390) you might need to change the contents of the Title field from the draft title to the production title.
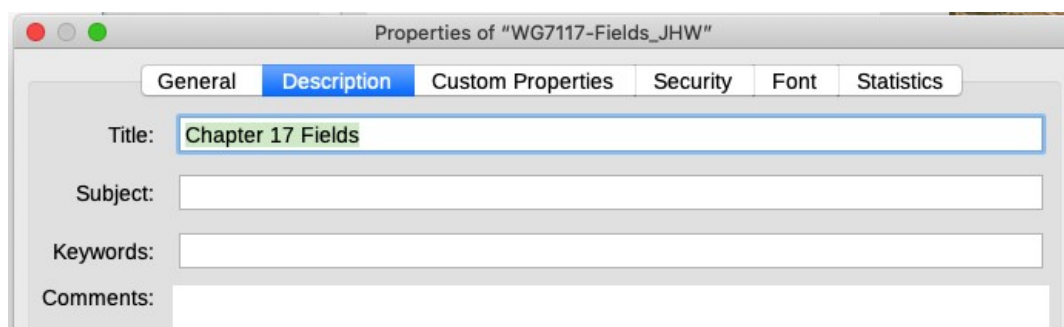

Figure 390: The Description tab of the document's Properties dialog

Use the *Custom Properties* tab (Figure 391) to store information that does not fit into the fields supplied on the other tabs of this dialog.
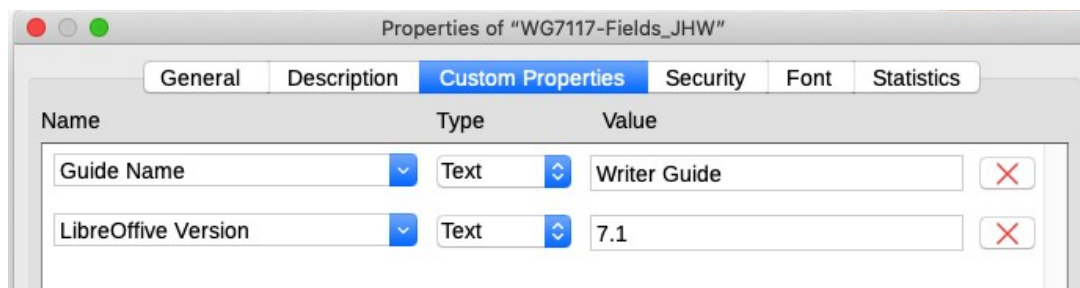

Figure 391: Custom Properties tab, showing drop-down lists of names and types

When the *Custom Properties* tab is first opened in a new document, it may be blank. If the new document is based on a template, this tab may contain fields.

Click the **Add Property** button in the lower right of the tab (not shown in illustration) to insert a row of boxes where you can enter your custom properties.

- The *Name* box includes a drop-down list of typical choices; scroll down to see all the choices. If none of the choices meet your needs, you can type a new name into the box.

- In the *Type* column, you can choose from *Text*, *DateTime*, *Date*, *Duration*, *Number*, or *Yes or no* for each field. You cannot create new types.

- In the *Value* column, type or select what you want to appear in the document where this field is used. Choices may be limited to specific data types depending on the selection in the *Type* column; for example, if the *Type* selection is **Date**, the Value for that property is limited to a date.

To remove a custom property, click the button at the right-hand end of the row.