

Tip

To change the format of the *Date* value, go to **Tools > Options > Language Settings > Languages** and change the Locale setting.

Using other fields to hold information that changes

One way that people use fields is to hold information that is likely to change during the course of a project. For example, the name of a manager, a product, or even your entire company may change. If you have inserted the changeable information as fields, you can change the information in one place, and it will automatically change in all the places where that field occurs.

Writer provides several places where you can store the information referred to by a field. We will look at some of them here.

Seven document properties (Page Number, Page Count, Date, Time, Title, First Author, and Subject) are on the **Insert > Field** menu (Figure 389). To insert one of these fields, click it in the menu. Some of these fields get their information from the Document Properties dialog (Figure 390).

Other document properties are on the *DocInformation* and *Document* tabs of the Fields dialog (Figures 392 and 393), reached by choosing **Insert > Field > More Fields** or pressing *Ctrl+F2*.

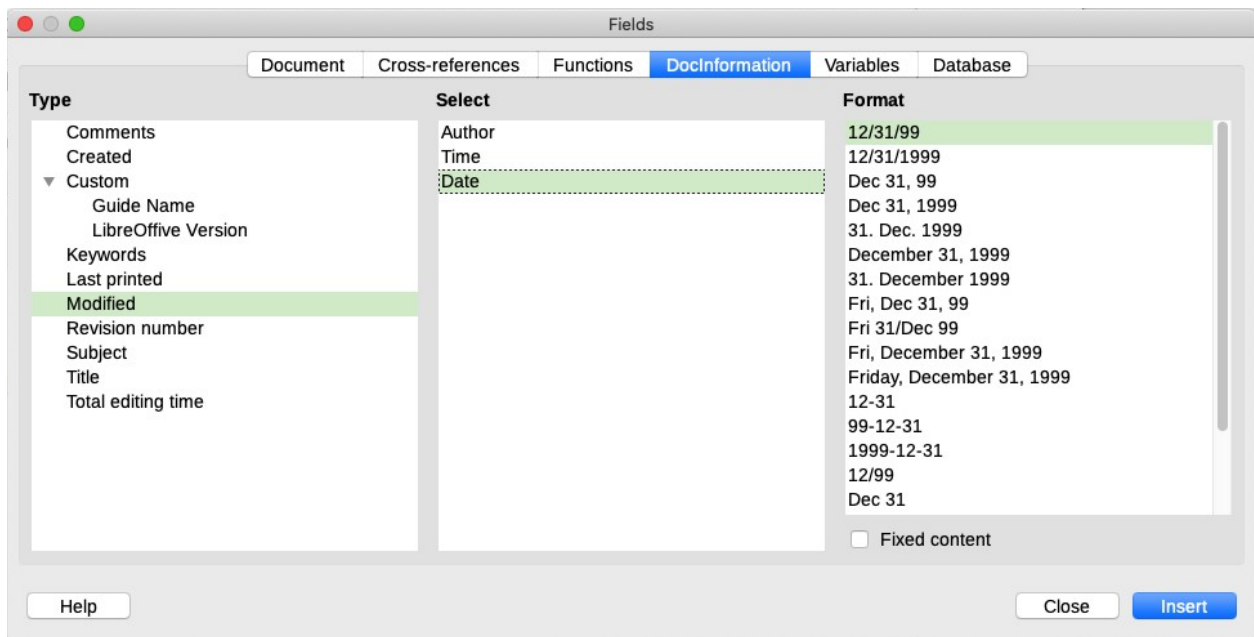


Figure 392: Inserting a Date Modified field using the *DocInformation* tab of the Fields dialog

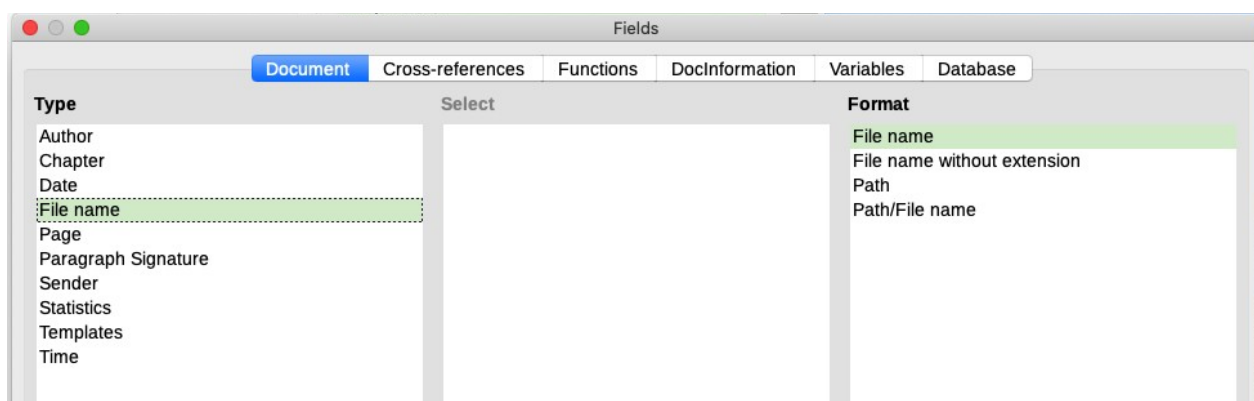


Figure 393: Inserting a File name field using the *Document* tab of the Fields dialog