

Figure 404: Changing the value of the variable

## Using placeholder fields

A placeholder field prompts you to enter something (text, a table, a frame, an image, or an object).

To insert a placeholder field into a document:

- 1) On the *Functions* tab of the Fields dialog, select **Placeholder** in the *Type* column and select what the placeholder is for in the *Format* column.
- 2) In the *Placeholder* box, type the text that you want to appear in the placeholder field.
- 3) In the *Reference* box, type the text that you want to display as a help tip when you rest the mouse pointer over the field.

Figure 405 shows the results of inserting a placeholder field for an image.

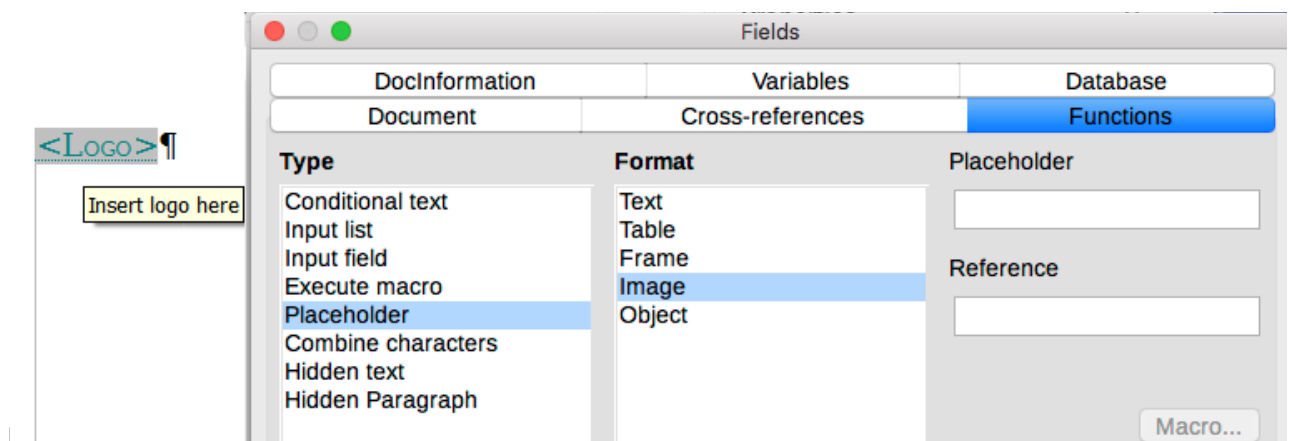


Figure 405: Inserting a placeholder field

Because the <Logo> field is an Image placeholder, when you click the field in the document, the Insert Image dialog opens, prompting you to select an image. When you select an image and click **Open**, the image replaces the field in the document.