

The **Custom** item in the *Type* list on the *DocInformation* tab is derived from the *Custom Properties* tab of the Document Properties dialog (Figure 391); it does not appear on the list if no custom properties have been defined.

Some of the field values are picked up from the *User Data* page of the **Tools > Options > LibreOffice** dialog, so make sure the information on that page is correct.

To insert one of these fields, select it in the *Type* list and then select in the *Select* and *Format* lists if choices appear. Finally, click **Insert**.

Tip

Although these fields are often used to hold information that changes, you can make the content unchangeable by selecting the **Fixed content** option (visible in Figure 392, lower right) when inserting the field. If necessary, you can come back to this dialog later and deselect this option to make the field variable again. For example, if you use a field to insert the creation date of a document, you do not want that date to change.

Using AutoText to insert often-used fields

If you use the same fields often, you can use AutoText as a quick and easy way to insert them. To define an AutoText entry for a field:

- 1) Insert a field into your document, as described previously.
- 2) Select the field you inserted, and then choose **Tools > AutoText** (or press *Ctrl+F3*).
- 3) On the AutoText dialog (Figure 394), choose the group where this new entry will be stored (in this example, *My AutoText*), type a name for the entry, and change the suggested shortcut if you wish.

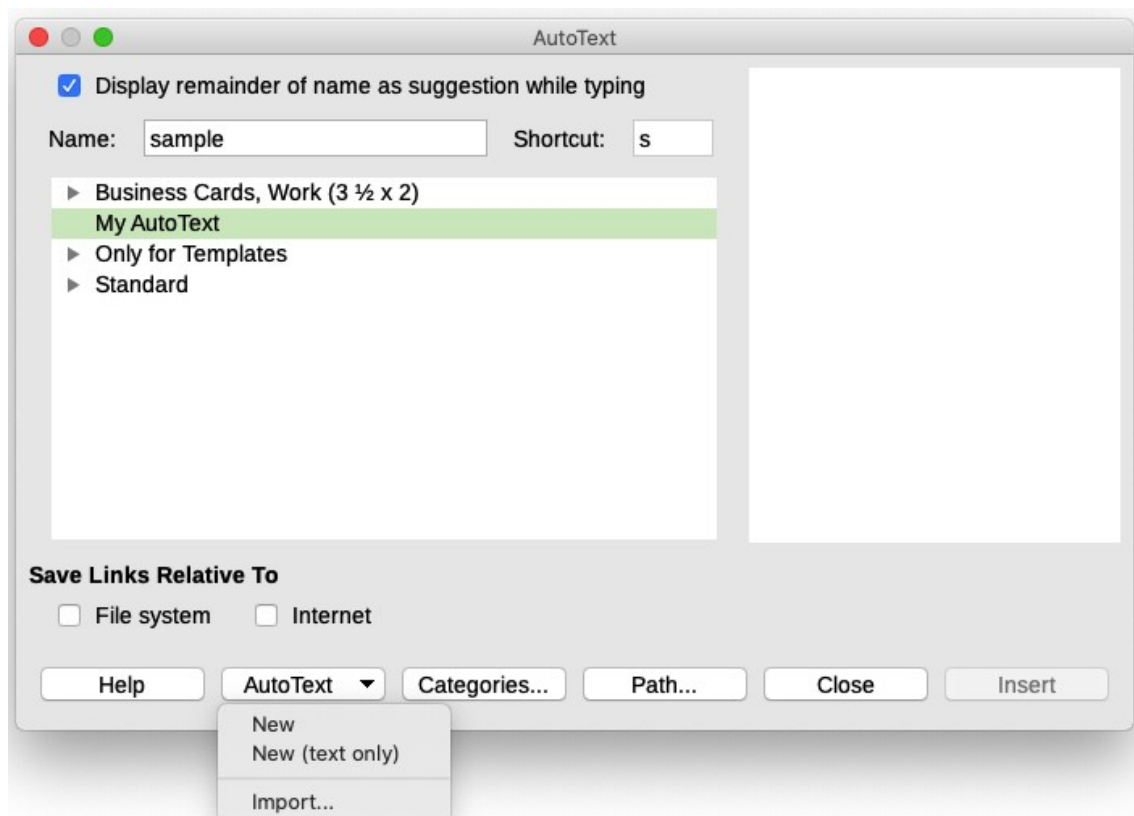


Figure 394: Creating a new AutoText entry