Introduction

Fields are used for a variety of purposes: for example, data that changes (such as the current date or the total number of pages) or might change (the name of a product or book under development), user-defined numbering sequences, automatic cross-references, and conditional content (words or paragraphs that are visible or printed in some conditions but not others). Index entries are also fields.

This chapter describes some common uses of fields. A full discussion of fields and their use is beyond the scope of this book. Power users can find more details in the application Help.

> **ⓘ Tip**
>
> Fields have a gray background when viewed on screen, unless you have deselected **View > Field shadings** on the Menu bar or changed the color of field shadings in **Tools > Options > LibreOffice > Application Colors**. This gray background does not show when you print the file or export to PDF.

Keyboard shortcuts for fields

Here are some handy keyboard shortcuts to use when working with fields:

Ctrl+F2	Open the Fields dialog.
Ctrl+F8	Turn field shadings on or off.
Ctrl+F9	Show or hide field names.
F9	Update fields.

Quick and easy field entry

To quickly insert common fields into your document, choose **Insert > Page Number** or **Insert > Field** on the Menu bar and selecting the required field from the list.
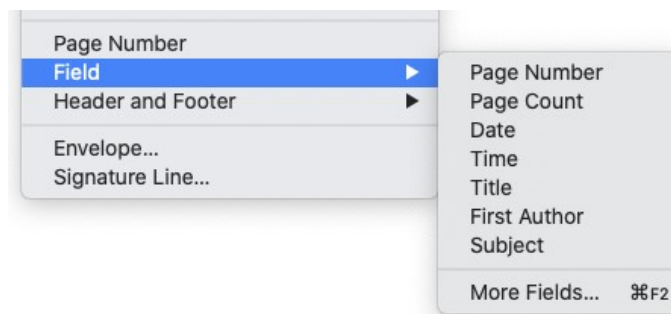

Figure 389: Inserting common fields

Using document properties to hold metadata and information that changes

The Properties dialog (**File > Properties**) for a document has six tabs. The information on the *General* tab and the *Statistics* tab is generated by the program. Some information (the name of the person on the *Created* and *Modified* lines of the *General* tab) is derived from the *User Data* page in **Tools > Options > LibreOffice**. The options on the *Font* and *Security* tabs are discussed elsewhere in this book.