### Field definitions

The set of fields is divided into the following functional categories:

|  |  |  |
| --- | --- | --- |
| Category | Description | Fields |
| Date and Time | Inserts the current date and/or time, or date and/or time of some kind of event. | [CREATEDATE](CREATEDATE.docx) (§), [DATE](DATE.docx) (§), [EDITTIME](EDITTIME.docx) (§), [PRINTDATE](PRINTDATE.docx) (§), [SAVEDATE](SAVEDATE.docx) (§), [TIME](TIME.docx) (§) |
| Document Automation | Compares values and takes action based on outcome, run macros, and sends a code to a printer. | [COMPARE](COMPARE.docx) (§), [DOCVARIABLE](DOCVARIABLE.docx) (§), [GOTOBUTTON](GOTOBUTTON.docx) (§), [IF](IF.docx) (§), [MACROBUTTON](MACROBUTTON.docx) (§), [PRINT](PRINT.docx) (§) |
| Document Information | Inserts or stores information about the document. | [AUTHOR](AUTHOR.docx) (§), [COMMENTS](COMMENTS.docx) (§), [DOCPROPERTY](DOCPROPERTY.docx) (§), [FILENAME](FILENAME.docx) (§), [FILESIZE](FILESIZE.docx) (§), [INFO](INFO.docx) (§), [KEYWORDS](KEYWORDS.docx) (§), [LASTSAVEDBY](LASTSAVEDBY.docx) (§), [NUMCHARS](NUMCHARS.docx) (§), [NUMPAGES](NUMPAGES.docx) (§), [NUMWORDS](NUMWORDS.docx) (§), [SUBJECT](SUBJECT.docx) (§), [TEMPLATE](TEMPLATE.docx) (§), [TITLE](TITLE.docx) (§) |
| Equations and Formulas | Defines formulas and calculates results; inserts symbols. | = formula (§), [ADVANCE](ADVANCE.docx) (§), [EQ](EQ.docx) (§), [SYMBOL](SYMBOL.docx) (§) |
| Form Fields | Allows the insertion of form fields. | [FORMCHECKBOX](FORMCHECKBOX.docx) (§), [FORMDROPDOWN](FORMDROPDOWN.docx) (§), [FORMTEXT](FORMTEXT.docx) (§) |
| Index and [Tables](Tables.docx) | Defines entries for, and builds, a [table](table.docx) of contents, [table](table.docx) of figures, and [table](table.docx) of authorities. | [INDEX](INDEX.docx) (§), [RD](RD.docx) (§), [TA](TA.docx) (§), [TC](TC.docx) (§), [TOA](TOA.docx) (§), [TOC](TOC.docx) (§), [XE](XE.docx) (§) |
| Links and References | Inserts information from another place in the same document, from a different document or file, or from an AutoText entry. | [AUTOTEXT](AUTOTEXT.docx) (§), [AUTOTEXTLIST](AUTOTEXTLIST.docx) (§), [BIBLIOGRAPHY](BIBLIOGRAPHY.docx) (§), [CITATION](CITATION.docx) (§) [HYPERLINK](HYPERLINK.docx) (§), INCLUDEPICTURE (§), [INCLUDETEXT](INCLUDETEXT.docx) (§), [LINK](LINK.docx) (§), [NOTEREF](NOTEREF.docx) (§), [PAGEREF](PAGEREF.docx) (§), [QUOTE](QUOTE.docx) (§), [REF](REF.docx) (§), [STYLEREF](STYLEREF.docx) (§) |
| Mail Merge | Defines information that is to be used in a mail merge. | [ADDRESSBLOCK](ADDRESSBLOCK.docx) (§), [ASK](ASK.docx) (§), [COMPARE](COMPARE.docx) (§), [DATABASE](DATABASE.docx) (§), [FILLIN](FILLIN.docx) (§), [GREETINGLINE](GREETINGLINE.docx) (§), [IF](IF.docx) (§), [MERGEFIELD](MERGEFIELD.docx) (§), [MERGEREC](MERGEREC.docx) (§), [MERGESEQ](MERGESEQ.docx) (§), [NEXT](NEXT.docx) (§), [NEXTIF](NEXTIF.docx) (§), [SET](SET.docx) (§), [SKIPIF](SKIPIF.docx) (§) |
| [Numbering](Numbering.docx) | Specifies [numbering](numbering.docx) for document items such as sections and pages; also [bar](bar.docx) codes. | [AUTONUM](AUTONUM.docx) (§), [AUTONUMLGL](AUTONUMLGL.docx) (§), [AUTONUMOUT](AUTONUMOUT.docx) (§), [BARCODE](BARCODE.docx) (§), [LISTNUM](LISTNUM.docx) (§), [PAGE](PAGE.docx) (§), [REVNUM](REVNUM.docx) (§), [SECTION](SECTION.docx) (§), [SECTIONPAGES](SECTIONPAGES.docx) (§), [SEQ](SEQ.docx) (§) |
| User Information | Stores or inserts the name, initials, or address of the document user. | [USERADDRESS](USERADDRESS.docx) (§), [USERINITIALS](USERINITIALS.docx) (§), [USERNAME](USERNAME.docx) (§) |