**Insert the date as a *Word* field**

If you use a *Word* field to insert the current date, the date will update automatically.

Besides the formats provided, you can also specify your own format.

Insert dates with formats as indicated:

**DD MMMM YYYY : >Insert here>**

**dd mmmm yyyy : >**

Do you see that the Month is not correct?

This is because the Month must always be indicated with uppercase letters. So just use uppercase letters for everything – the day, the month and the year – much easier to remember!

Do a few more and note carefully all the different formats you can specify.

**DDD, DD MMMM : >**

**YYYY-MM-DD : >**

**D MMM YYYY : >**