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| **Displaying Dates in your Documents**  **Syntax:** ~d#*date field*#*format*~  ***date field***   * Use “today” for the current date. * To use a field in the Master table, reference the field using its field id(fid).   Ex. f[fid] – replace *“****fid****”* with ***1*** to display the Date Created field in a table  ***format***   * Many options…see below | | |
| ***\*\*This first example shows how to reference the Date Created field from a table:*** | | |
| d#f[x]# MMM-dd-yyyy hh:mm:ss tt  \*x is replaced with the field id of the Date Created field which is 1.  The resulting date in the document is: ~d#f[1]# MMM-dd-yyyy hh:mm:ss tt~ | | |
|  | | |
| **Date Formats** | | |
| **Include in Template surrounded with ~’s** | **Result** | |
| d#today#MM/dd/yyyy | ~d#today#MM/dd/yyyy~ | |
| d#today#MMM-dd-yyyy | ~d#today#MMM-dd-yyyy~ | |
| d#today#MMMM-dd-yyyy | ~d#today#MMMM-dd-yyyy~ | |
| d#today#dddd, dd MMMM yyyy | ~d#today#dddd, dd MMMM yyyy~ | |
| d#today#dddd, MMMM dd, yyyy | ~d#today#dddd, MMMM dd, yyyy~ | |
| d#today#MMMM dd | ~d#today#MMMM dd~ | |
| d#today#yyyy MMMM | ~d#today#yyyy MMMM~ | |
|  | | |
| **Date Time Formats** | | |
| **Include in Template surrounded with ~’s** | **Result** | |
| D#today#MMM-dd-yyyy hh:mm:ss | ~d#today#MMM-dd-yyyy hh:mm:ss~ | |
| d#today#MMM-dd-yyyy hh:mm:ss tt | ~d#today#MMM-dd-yyyy hh:mm:ss tt~ | |
| d#today#MMM-dd-yyyy hh:mm:tt | ~d#today#MMM-dd-yyyy hh:mm:tt~ | |
| d#today#MM/dd/yyyy hh:mm tt | ~d#today#MM/dd/yyyy hh:mm tt~ | |
| d#today#MM/dd/yyyy h:mm tt | ~d#today#MM/dd/yyyy h:mm tt~ | |
| d#today#dddd, dd MMMM yyyy HH:mm:ss | ~d#today#dddd, dd MMMM yyyy HH:mm:ss~ | |
| d#today#dddd, dd MMMM yyyy HH:mm:ss tt | ~d#today#dddd, dd MMMM yyyy HH:mm:ss tt~ | |
|  | | |
| **Time Formats** | | |
| **Include in Template surrounded with ~’s** | **Result** | |
| d#today#HH:mm | ~d#today#HH:mm~ | |
| d#today#h:mm tt | ~d#today#h:mm tt~ | |
| d#today#hh:mm tt | ~d#today#hh:mm tt~ | |
| d#today#HH:mm:ss tt | ~d#today#HH:mm:ss tt~ | |

*\*\*You can also use any combination of the above formats to make your own format.*

Example using the Date Created field (field id 1)

|  |  |
| --- | --- |
| **Date Formats** | |
| **Include in Template surrounded with ~’s** | **Result** |
| d#today#MM/dd/yyyy | ~d# f[1]#MM/dd/yyyy~ |
| d#today#MMM-dd-yyyy | ~d# f[1]#MMM-dd-yyyy~ |
| d#today#MMMM-dd-yyyy | ~d# f[1]#MMMM-dd-yyyy~ |
| d#today#dddd, dd MMMM yyyy | ~d# f[1]#dddd, dd MMMM yyyy~ |
| d#today#dddd, MMMM dd, yyyy | ~d# f[1]#dddd, MMMM dd, yyyy~ |
| d#today#MMMM dd | ~d# f[1]#MMMM dd~ |
| d#today#yyyy MMMM | ~d# f[1]#yyyy MMMM~ |
|  | |
| **Date Time Formats** | |
| **Include in Template surrounded with ~’s** | **Result** |
| D#today#MMM-dd-yyyy hh:mm:ss | ~d# f[1]#MMM-dd-yyyy hh:mm:ss~ |
| d#today#MMM-dd-yyyy hh:mm:ss tt | ~d# f[1]#MMM-dd-yyyy hh:mm:ss tt~ |
| d#today#MMM-dd-yyyy hh:mm:tt | ~d# f[1]#MMM-dd-yyyy hh:mm:tt~ |
| d#today#MM/dd/yyyy hh:mm tt | ~d# f[1]#MM/dd/yyyy hh:mm tt~ |
| d#today#MM/dd/yyyy h:mm tt | ~d# f[1]#MM/dd/yyyy h:mm tt~ |
| d#today#dddd, dd MMMM yyyy HH:mm:ss | ~d# f[1]#dddd, dd MMMM yyyy HH:mm:ss~ |
| d#today#dddd, dd MMMM yyyy HH:mm:ss tt | ~d# f[1]#dddd, dd MMMM yyyy HH:mm:ss tt~ |
|  | |
| **Time Formats** | |
| **Include in Template surrounded with ~’s** | **Result** |
| d#today#HH:mm | ~d# f[1]#HH:mm~ |
| d#today#h:mm tt | ~d# f[1]#h:mm tt~ |
| d#today#hh:mm tt | ~d# f[1]#hh:mm tt~ |
| d#today#HH:mm:ss tt | ~d# f[1]#HH:mm:ss tt~ |