



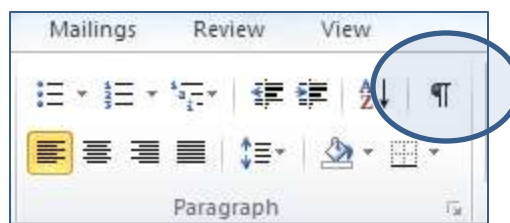
Dear Diane,

I have two questions for you about a Word document. I don't know what I did but when I type my Word document there are marks on the side of the page on many lines. They don't print out but it is very distracting and I want it to go away. The other question is, having inserted the date at the top of my template, when I open a saved document it shows the new date instead of the date I created the document. I need to save the document with the date it was created. I don't want the date to change. How can I fix this?

Marks and Dates are all Wrong

Dear Distracted Details,

There are fixes for both of your issues. The first one may be the ¶ button has been selected accidentally. This is called the Paragraph button. It is found on the home tab in the paragraph box. If you click it all the marks should go away.

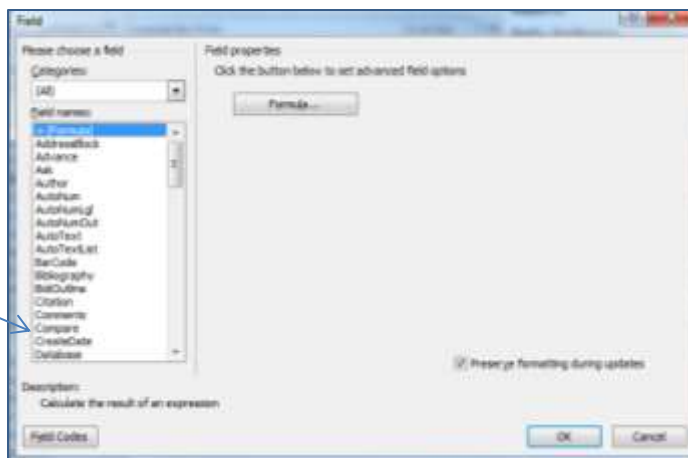


For your second issue, it sounds like you inserted a field in your document. If you inserted a date field and selected update automatically then every time the document is opened it will update the document with the current date. If you want to insert a date field and have it use the date it was created try clicking on the Insert tab, selecting Quick Parts, Field.

You will get a window like this:

Select CreateDate

Preserve formatting during updates should be checked. Click OK.



Now when you create a document the date used will be the date it was created and the date won't change if the document is saved and reopened at a later time.