



Dear Diane,

I created a template in Word to create a letter I send out each week to students. I added a date and time field that automatically updates each time the document is opened. Unfortunately, now when I save the document and reopen it again the current date shows up and I don't have proof of the original date on the document. What should I do? I thought this was a great idea at the time... **Saving Time?**

Dear Time-Saver,

Sometimes when we set things up it works for one application, but may not work perfectly all the time. I usually use the Update Automatically setting after I insert using the Date & Time option. If I select Update Automatically then any time the document is opened it shows the current date. If I want to keep the date it was created then I won't select update automatically. This is a great shortcut if I do some documentation and I want to make certain I have saved it in the most recent version. However this won't work if I want to verify the date a document was originally created or sent. My lesson learned is trying to think of all of the ways I am going to use the template and make the appropriate selection. If you need to, you can go back to the template; delete the date field, and re-add the field but don't select update automatically. Then save the template in its new version. You will have to decide how you want to use this template the majority of the time. It seems like every "time-saver" has its good points and its bad points. Hope this helps with making the decision.