Calculated Date Field Using Publication Date Document Property Content Control

Charles Kenyon Based on Paul Edstein’s [DateCalc Tutorial](http://www.msofficeforums.com/word/38719-microsoft-word-date-calculation-tutorial.html)

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# Calculate a day, date, month and year, using n days delay

This uses the Publication Date Document Property Content Control – repurposed as Completion Date.

[Repeating Data Using Document Property Content Controls and Other Mapped Content Controls](http://addbalance.com/word/MappedControls.htm#PageStart)

## Repurposed Document Property Content Control – It Starts here

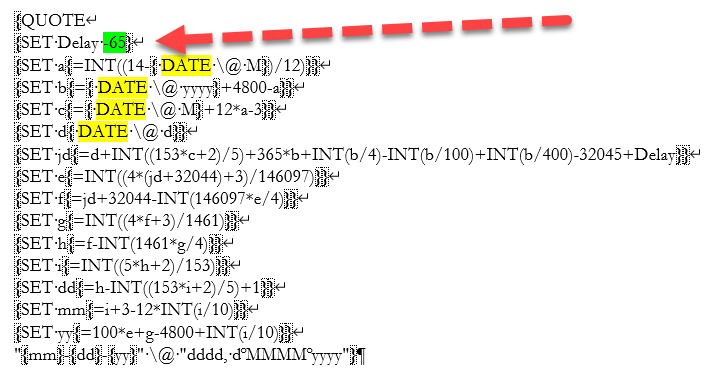
We started with the Publication Date Document Property Content Control and renamed it Completion Date.

Completion Date: [Completion Date] day, month date, year dddd, MMMM d, yyyy

That is used as the basis for the date calculation fields.

# Original Date Calculation Field from Paul Edstein’s DateCalc Tutorial

Screeshot :



Actual Field:   
  
  
  
  
  
  
  
  
  
  
  
  
  
  
Sunday, 14 November 2021

This uses a DATE field with various switches and calculations.

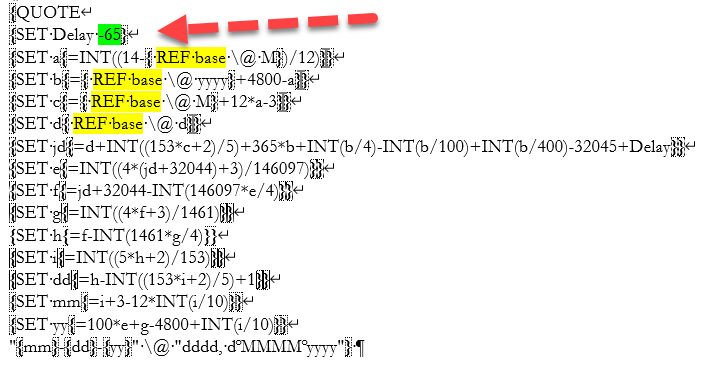
Note, the highlighting is for emphasis, it has nothing to do with the function of the field. This field depends on the regional settings for dates. See the introductory material in the tutorial. Date calculation fields in Word are very complex, as you can see above. I urge anyone interested in these to go to Paul Edstein’s tutorial.S

# Method 1 – Set a bookmark for the Content Control and use that bookmark in the field instead of the DATE field using the same display switches.

This method was demonstrated by Word MVP Jay Freedman in the same [Answers question](https://answers.microsoft.com/en-us/msoffice/forum/all/word-microsoft-office-365-calculated-date/1a3f00da-5ac7-44e1-9c2d-e2d78bf2dcc7)­. It can be found on his website as  <https://jay-freedman.info/date_calc.zip>.

This is actually using a REF field instead of a date field – a cross-reference to a named bookmark. A bookmark, named base is used to contain the repurposed field. In my opinion, this is more elegant than the second method which modifies the output of the Content Control. Once the fields are created the method of using the field is identical.

## What the Field Looks like (screenshot)



The highlighting is not necessary for functioning of the field. It merely shows the changes. Jay’s field uses “base” instead of “REF base.” In Word, these are the same thing. Again, base is the name given to the bookmark.

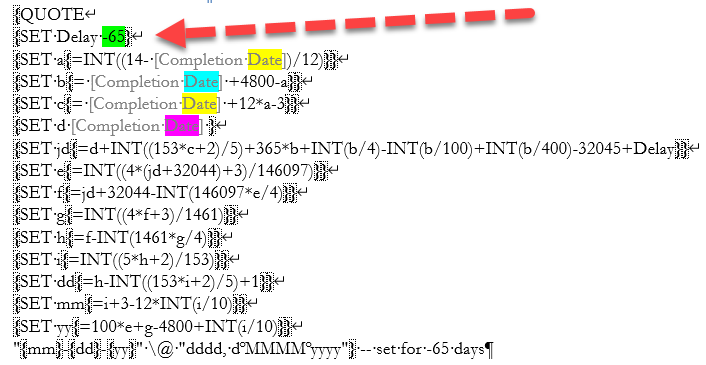
## Here is the field, itself:

Sunday, 14 November 2021 – set for -65 days.

# Method 2 – modify the output of the Content Control and use the control with the modified output instead of the DATE field with switches.

## What the Field looks like (screenshot)

Here is a picture the field for a -65 day difference, that is, display date 65 days before the completion date:



The highlighting is to help in understanding the field, it has no effect on the function of the field.

## Here is the field itself:

Sunday, 14 November 2021 -- set for -65 days

## Variations on the Repurposed Content Control used in the Field

Here are the repurposed Publication Date Document Property Content Control set to display parts of the date. They are used in the calculation field. They have highlighting to distinguish them. That does not change how the Content Control or the field works. If you right click on the Content Controls and look at their Properties you can see that they are set to display the msonth, the year, or the day.

[Completion Date] Month M

[Completion Date] Year yyyy

[Completion Date] day d

# To use this:

## I recommend using a copy.

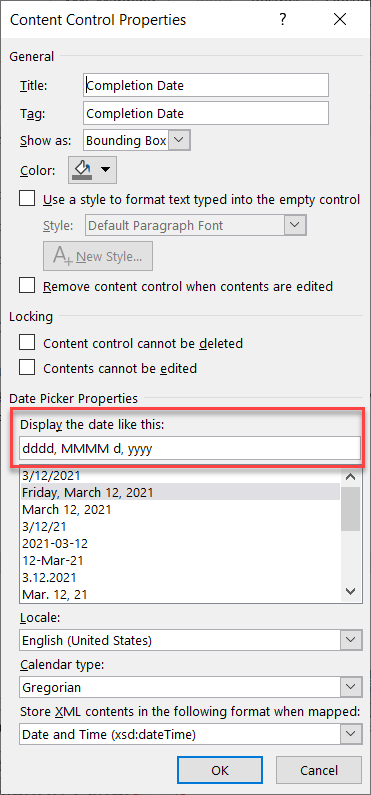
If you actually change the completion date, the document property content controls within the field look like numbers and it is hard to see them. They will still work.

## Change the Completion Date Content Control [Completion Date]

This is a Date Picker Content Control. When you click in it, you will see a little triangle pointing down.



When you click on that, you will see a calendar. Click on a date and it will give a full date. What is displayed is controlled by the properties of the Content Control. Here is the Properties dialog:



## After you have added a date, click on the calculated date field and press the F9 key.

You can select all and press F9 to update all fields.

# To change the interval, change the Delay in the calculated field.

In this, it is set as “-65” which gives a date 65 days before the chosen completion date.

## To Edit the field, toggle display of field codes. Alt+F9

## Change the Delay

A negative number gives a date before the completion date. A positive number gives a date after the completion date.

# You can copy this field and the repurposed Document Property Content Control into other documents and they will work the same in those documents.

If you are using Jay’s method, make sure that the Content Control has the bookmark named “base.”

## Here are some samples of the fields set for different delays:

The Completion Date was set as: : [Completion Date]

|  |  |  |
| --- | --- | --- |
| Delay amount | Using Base bookmark | Using Content Control in Field |
| - 30 | Sunday, 14 November 2021 | Sunday, 14 November 2021 |
| -65 | Sunday, 14 November 2021 | Sunday, 14 November 2021 |
| -90 | Sunday, 14 November 2021 | Sunday, 14 November 2021 |
| +30 | Sunday, 14 November 2021 | Sunday, 14 November 2021 |

You can change the completion date, then select the fields in the table and press F9 to see the update. You can also change the delay amount in the field as stated above.

# Warranty, Version, and Copyright Information

## Warranty: As Is – There is no warranty that this will work on your system.

This field is designed to work with US dating conventions. Since it does not use the DATE field it may not depend on the system date. I have not tried it with European date syntax.

## This is Version

## This is Copyrighted

This is distributed as “shareware.” It may be copied without further permission so long as it is copied as a whole and without charge. Donations would be appreciated but are not required for use.

No claim is made by me to the calculation field which is the work of Paul Edstein.

This was prepared to assist in answering a [question on the Microsoft Answers Forum](https://answers.microsoft.com/en-us/msoffice/forum/all/word-microsoft-office-365-calculated-date/1a3f00da-5ac7-44e1-9c2d-e2d78bf2dcc7).