D

Date & Time Format

Options on the **Misc➪Insert** menu *(Section 3.2)* allow the current date and time to be inserted into documents. This chapter describes how to define the format of the date and time strings that are inserted.

Date and Time Format

Menu⇨Misc⇨Choices⇨General

The date and time is controlled by the strings **Date format** and **Time format** in the **General** section of the **Choices** dialogue box *(fig. D.1)*. Each format string is made up of a number of components that begin with the character `%`. The `%` character is followed by a two-character code from the table below, which may be preceded by a `Z` if you want leading zeros to be suppressed.

Code	Meaning	Example
`CS`	centiseconds	99
`SE`	seconds	59
`MI`	minutes	45
`12`	hours in 12-hour format	07
`24`	hours in 24-hour format	19
`AM`	'am' or 'pm'	am
`PM`	'am' or 'pm'	pm
`WE`	weekday, in full	Friday
`W3`	weekday, first 3 letters only	Thu
`WN`	weekday, as a number	5
`DY`	day of month	12
`ST`	suffix 'st', 'nd', 'rd' or 'th'	st
`MO`	month, in full	March
`M3`	month, first 3 letters only	Jan
`MN`	month, as a number	12
`CE`	century	20
`YR`	year within century	95
`WK`	week of the year	52

Any other characters separating the components are inserted in the string unchanged.

So, for example, in **Date format** the components are `%ZDY`, `%ST`, `%MO`, `%CE` and `%YR`, with two spaces separating them. In **Time format** the components are `%Z12`, `%MI` and `%AM`, with a colon separating them.

The default date and time strings produce the following results when inserted into a document.

```
3rd February 1995
2:07pm
```

Examples

Format string	Output string
`%ZDY%ST %M3 %YR`	3rd Feb 95
`%ZDY/%ZMN/%YR`	3/2/95
`%ZMN-%ZDY-%YR`	2-3-95
`%WE the %ZDY%ST`	Friday the 13th
`Week %ZWK %CE%YR`	Week 5 1995
`%12:%MI:%SE`	02:35:09
`%Z24:%ZMI%AM`	14:35pm

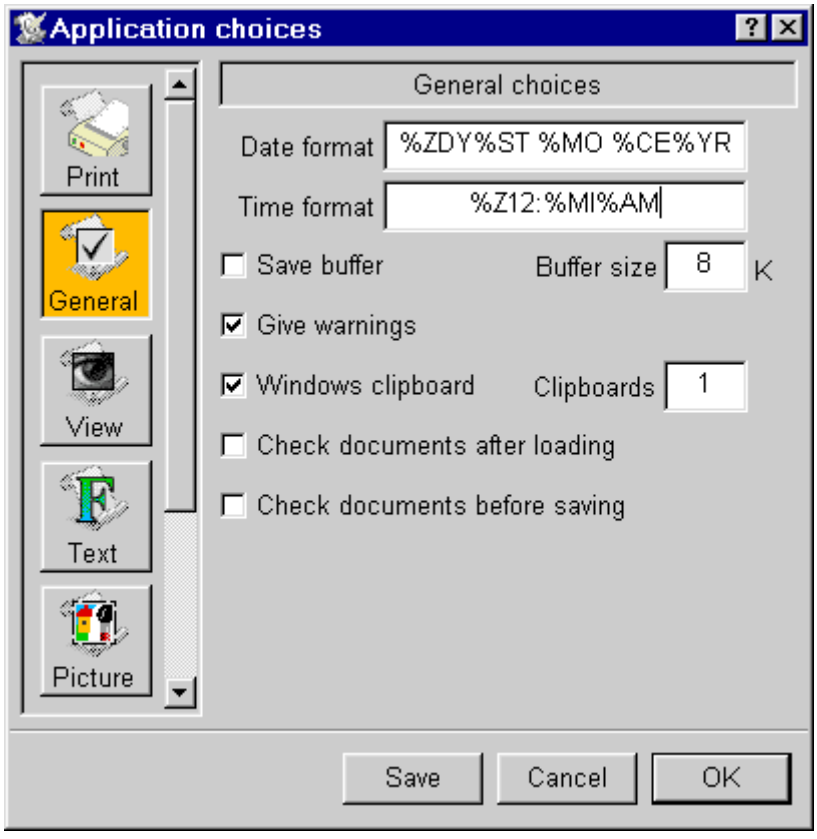

*Fig. D.1 - **Choices** dialogue box.*