Microsoft Word

- Insert a Self-Updating Date Stamp

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Inserting a self-updating date stamp is a convenient way to make sure the current day, month, year, or even time is displayed in a Word doc. You can manually re-enter the date stamp, but this can be tedious if you need to frequently update a document.

- **Check out the video below to learn how to insert a self-updating date stamp.**

https://www.youtube.com/embed/pX5bmlRjtas?si=CvJEoGJlsMwpX4a5

Steps to Add a Self-Updating Date Stamp

1. **Open the Word Document**: Open the document where you want to insert the date stamp.
2. **Go to the Insert Tab**: Click on the *Insert* tab located in the ribbon at the top of the screen.
3. **Date and Time Icon**: Find and click on the *Date and Time* icon (which looks like a calendar).
4. **Select Date Format**: Choose your preferred date format from the options available.
5. **Update Automatically**: Ensure you check the *Update automatically* box located at the bottom left of the dialog box.
6. **Insert Date Stamp**: Click on the *OK* button to insert the date stamp into your document.
7. **Save Your Document**: Save the document to retain the date stamp.

From now on, every time you open the document, the date stamp will automatically update to reflect the current date and time, ensuring your document always contains the latest date.