# MSWord Options 2

Display grey field shading

You cannot change field text because it changes back as soon as you print the document. You therefore need to be able to see fields so that you do not change them by mistake. Word allows you to see the fields with a grey highlight. In order to do so:

> The Collins Dictionary says "A *field* is an area of a computer's *memory* or a program where data can be entered, *edited*, or stored." MSWord has fields such as date and author fields that it stores in its File Properties.

a. Go to the **File** tab and select the **Options** button.
b. In the left pane of the **Word Options** dialog box, select the **Advanced** option.
c. In the right pane, under the heading, ***Show document content***, change the **Field Shading** to "**Always**".
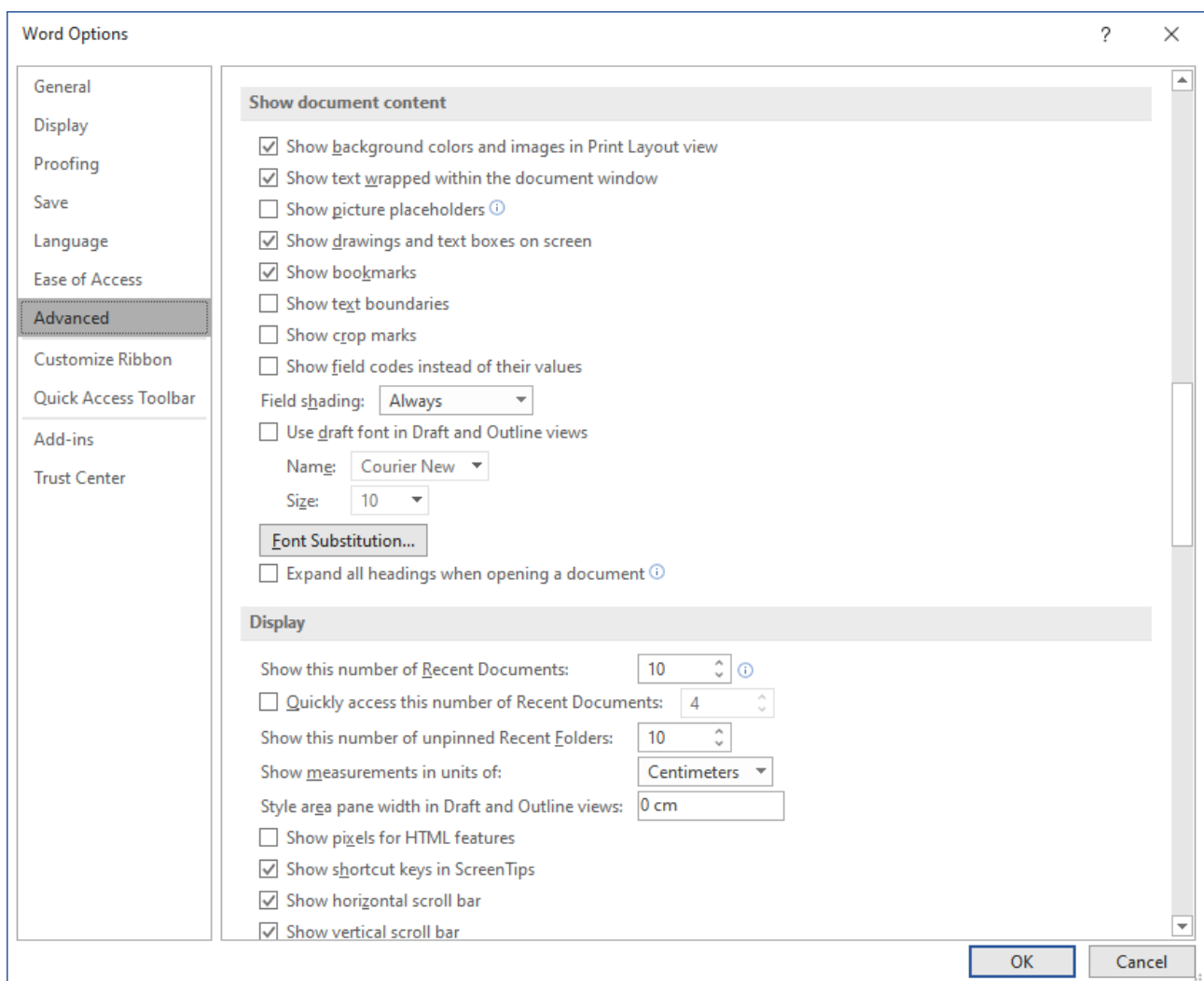
d. If you want to change a field,

   i. If you no longer want it to update automatically, "lock" it (Ctrl+Shift+F9) to convert it to ordinary text and then make your change.
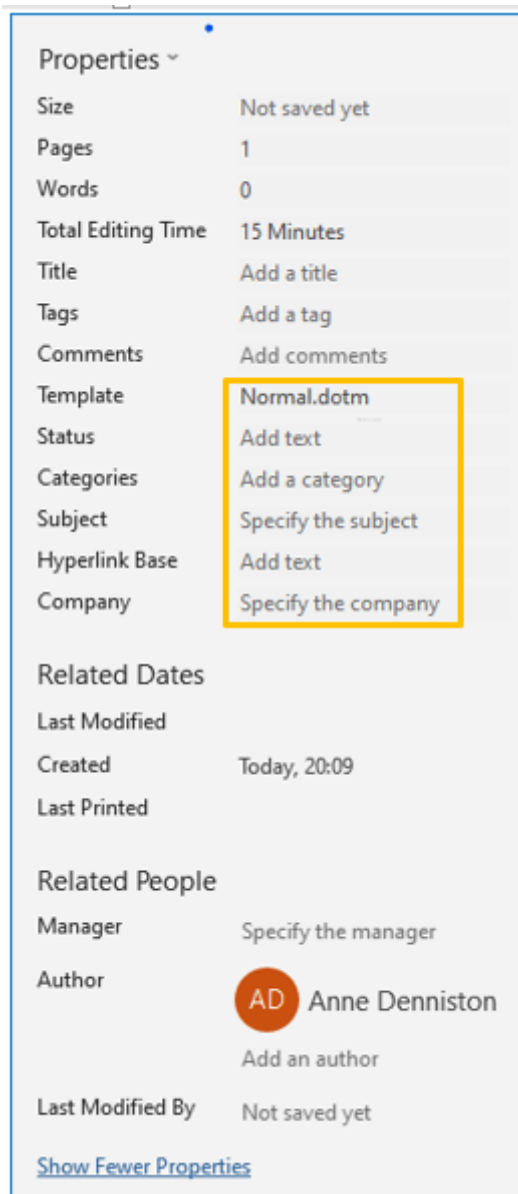
  OR

   ii. Go to the **Properties** pane where the field originates and change the text there. Go to the **File** tab, **Info** option to see the **Properties** pane on the right. Click in a field in the right-hand column of the Properties pane to add or change text.

   iii. If you cannot see the property you want, click ***Show All Properties***, as shown below.
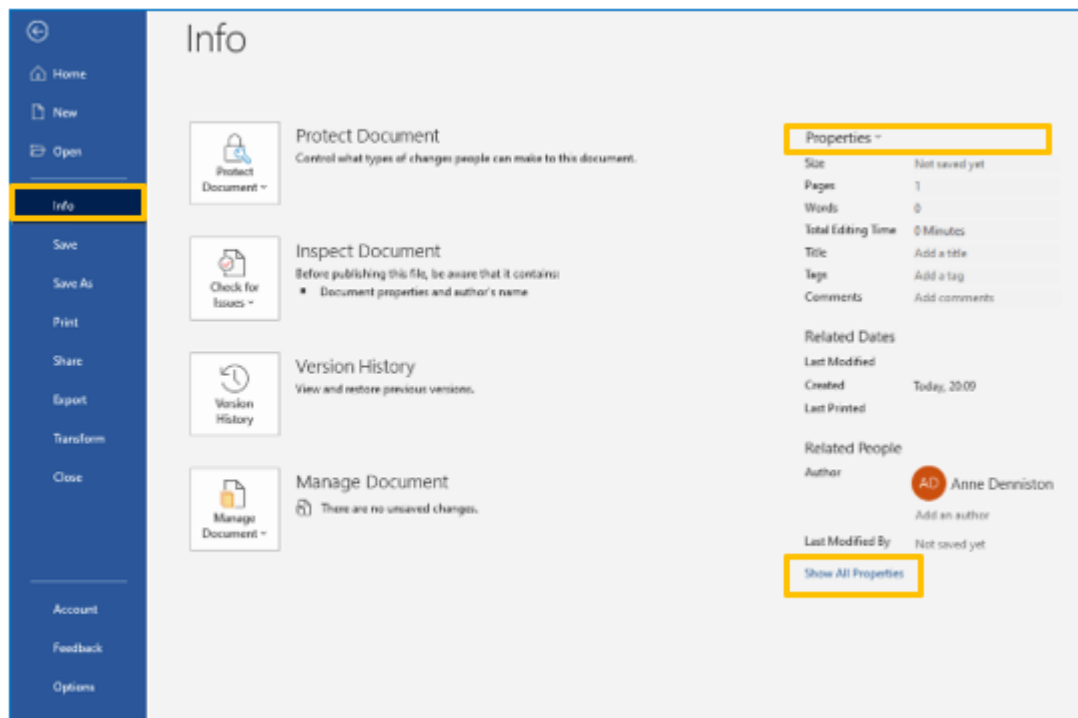
Word Options > Info > Properties > Show All Properties

iv. Six more properties are displayed, as shown below, with an orange border.

The Properties pane has two columns. The fields are in the right-hand column and the field names are on the left.