Date and Date Saved

Use these tokens to reflect the current date and the day the document was last saved. Choose how you want the dates displayed using the *Dates* pop-up list on the *Page* or *Slide Layout* panels. See Chapter 15 for more information about the layout panels.

Page Number and Number of Pages

In an outline, the page number and number of pages refers to the pages in the outline. In a slide show, they refer to the slide number and total number of slides, respectively.

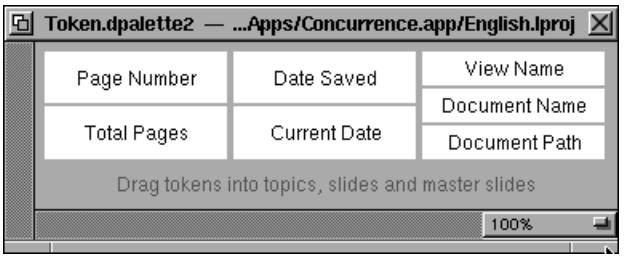
Choose how you want these numbers displayed (e.g., roman numerals, serial lettering, etc.) with the *Dates* pop-up list on the *Page* or *Slide Layout* panels. See Chapter 15 for more information.

Document Name, Document Path and View Name

These tokens reflect the current document's name or path, or the view name, and update when the document's or view's name is changed or the document is moved to another directory.

Using the Token Palette

Tokens are also added to outlines or slide shows by using the *Token palette*. To raise this palette, select the *Raise Palettes* command from the Tools menu, or click the button on the button ribbon.



Drag tokens from the palette into a topic or anywhere on the slide pane.

Chapter 19

Insert Token

The commands in the Insert Token menu and the Token palette are used primarily to add automatically updating page numbers and dates to your outlines and slide shows.

Using the Insert Token Menu

Use this menu, to place *tokens* within outlines or slide shows. A token is a symbol that can represent today's date, the date you saved the document, the page number, the total number of pages in the document, the document name or path, or the view name.

To insert a token, place the insertion marker within a topic, shape or free-text area. When you select your token from the token menu, it will be inserted at that point.

Once a token is inserted, its value is displayed and automatically updated. If you insert a token for the total number of pages, for example, when the number of pages in your document changes, the token will be updated to reflect the new total.

As with any text, a token's text can be formatted or colored. See Chapter 7 for more information on formatting text.