# Number Formats

Here are some example formulae you can adapt for your letter.

1. Press Alt and F9 together to toggle on field code view
2. Insert your field name into the curly brackets (to replace Salary in the example) in both places in the formula
   1. Field names **must *not*** have spaces
   2. Field names **must exactly match** in both places in the formula
3. Press Alt and F9 again to go back to normal view and the field should display with the required number format: eg 0.00 for 2 decimal places
4. Copy the field placeholder into your letter in the appropriate place
5. The letter must be in normal view with no formulae showing when it’s saved and uploaded

No decimal places 0

1 decimal place 0.0

2 decimal places 0.00

Thousand separator, no decimals 0

Thousand separator, 2 decimals 0.00

## Date Formats

The default date format is set in **System > System Configuration >**

**System Configuration** > Filter on **Letters Group**

To format specific fields to differ from the default format, you can copy the suggested text below.

The format can be typed after the field name so no formula/field code is required. **Note months must be in capital M** as a small m in the code refers to minutes.

Insert your field name into the curly brackets before the colon (to replace Start Date in this example)

Full date with day of the week {Start Date:dddd dd MMMM yyyy}

Full date {Start Date:dd MMMM yyyy}

Abbreviated month date {Start Date:dd MMM yyyy}

Date in numbers {Start Date:dd MM yyyy}

Month only {Start Date:MMMM}

Year only {Start Date:yyyy}

## Today’s date

The field below is not a merge field but will always show today’s date and can be used in Word documents. Right-click on it and select **Edit Field…** to change the format.

30 July 2025

Ensure the final document is saved in PDF when using this field to prevent the date from updating

## Merged examples

The following example shows the same merged field in different formats:

## Numbers

No decimal places 39908

1 decimal place 39908.4

2 decimal places 39908.40

Thousand separator, no decimals 39,908

Thousand separator, 2 decimals 39,908.40

## Dates

Full date with day of the week Monday 01 July 2024

Full date 01 July 2024

Abbreviated month date 01 Jul 2024

Date in numbers 01 07 2024

Month only July

Year only 2024