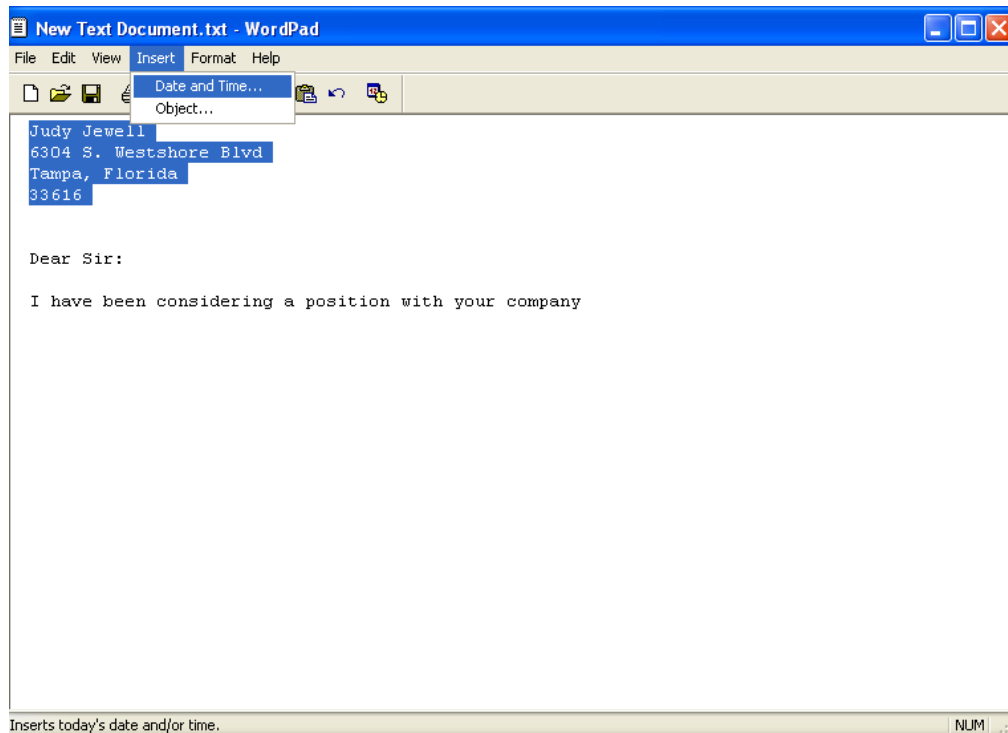


Insert Time And Date

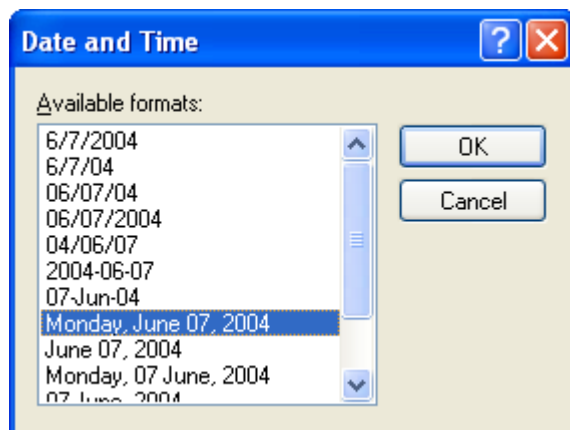
Open a document you want to insert the time and date.

Click your mouse arrow where you would like the time and date to be placed.

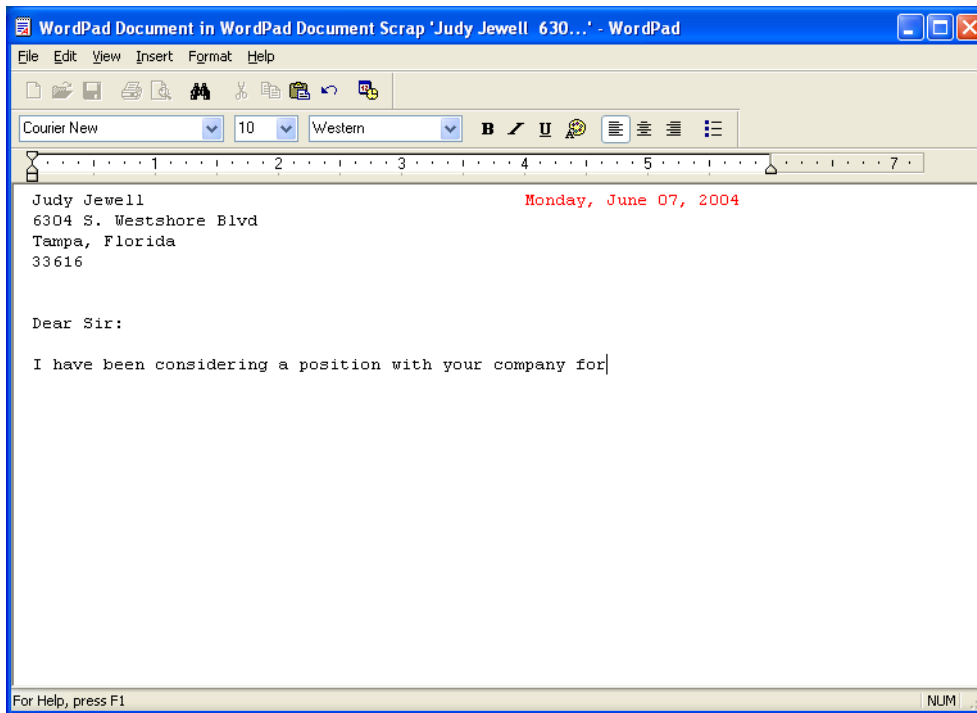
Click "Insert"



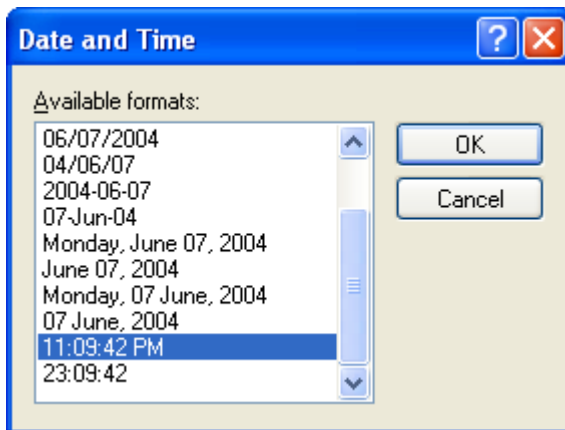
Click "Date and Time"



Choose the date format and Click "OK"



Click "Insert" again to choose the time.



Click "OK"

