

Insert the Date and Time with a Macro
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Sometimes I need to put both the date and the time on the documents I create, so I created the macro the included DATETIME.WPM macro.

To use the macro, place your cursor where you want the date and time inserted, press Macro (Alt-F10) and enter "datetime." The date will appear, followed by the current time on the next line like so:

DATE: April 10, 2025
TIME: 8:14 pm