
What are the keywords to create custom proofing templates?

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Custom proofing templates use keywords, located inside braces {}, to determine the data that will be inserted. Keywords can be used to insert data from the Project Properties, Windows user information, or document information. The keywords are listed below. If the data is not available for the specified section of the proof, it will be left blank.

The process to create custom proofing templates is covered in another article.

General Proofing Keywords

| Keyword | What It Will Display | Where It Can Be Used |
|----------------------|---|----------------------|
| {Job} | Project Field Job | Cover, File, Page |
| {Agent} | Project Agent | Cover, File, Page |
| {Client} | Project Client | Cover, File, Page |
| {Date} | Date | Cover, File, Page |
| {Name} | File name | File, Page |
| {FullName} | File name including the path | File, Page |
| {Description} | Description | File, Page |
| {Type} | Type | Cover, File, Page |
| {Page} | Current file page number | Page |
| {TotalPages} | Total pages in the file | File, Page |
| {ProofPage} | Current proof page number | File, Page |
| {Comments} | Comments | Cover, File, Page |
| {Revisions} | Revisions | Cover, File, Page |
| {ProjectName} | Project name | Cover, File, Page |
| {ProjectDescription} | Project description | Cover, File, Page |
| {ProjectRevision} | Project revision | Cover, File, Page |
| {ProjectComments} | Project comments | Cover, File, Page |
| {SectionName} | Section name | Summary Page |
| {ModifiedTime} | Project or file modified time | Cover, File, Page |
| {UserName} | Short Windows username for the user who created the proof | Cover, File, Page |
| {UserNameFull} | Full Windows username for the user who created the proof | Cover, File, Page |

| Keyword | What It Will Display | Where It Can Be Used |
|--------------------------|---|-----------------------------|
| {ComputerName} | Computer name for the computer that created the proof | Cover, File, Page |
| {TotalProofPages} | Total number of proof pages including the cover | File, Page |
| {TotalProofContentPages} | Total number of proof pages excluding the cover | File, Page |
| {Submission} | Submission type | Cover, File, Page |
| {Period} | Reporting period | Cover, File, Page |

There are additional keywords that vary based on the type of form being proofed. The keywords for these items are generally derived from the names of the XML tags used to identify the field. An example keyword for Section 16 is {rptOwnerName} which indicates a reporting owner's name.