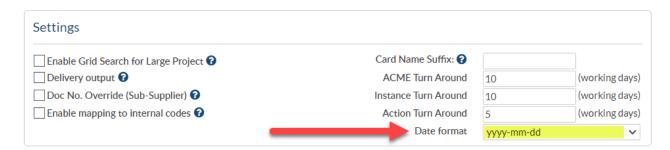# Template-Specific Date Formatting
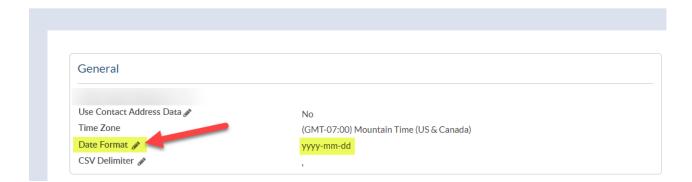
09/16/2024 1:48 pm MDT

Default date format

For any template variables including dates, the formatting of the date will default to the date format chosen for the project. This can be changed under **Project Menu** > **Main** > **Settings** > **Date format**.

To change the date format for all future projects, admin users can update this under **Admin** > **General**. Note that this will not apply to existing projects.

Template-specific date format

If the date format a customer requires on a template is not the same as the date format used on the project, and the user does not wish to change the project's date format, they can also apply specific date formatting to individual variables within a template.

The **date_format** parameter can be added to any variables including dates to customize their output.

To add this parameter, add "|date_format=XXX" to the variable, where XXX is the format string.

See the table below for available codes to use for building the format string. Use delimiters between codes to create the exact format string required. (For example, "|date_format=dd mmm, yyyy" would output as "03 Jun, 2016".)

To Display	Use this code
Months as 1-12	m
Months as 01-12	mm
Months as Jan-Dec	mmm
Months as January-December	mmmm
Months as the first letter of the month	mmmmm
Days as 1-31	d
Days as 01-31	dd
Days as Sun-Sat	ddd
Days as Sunday-Saturday	dddd
Years as 00-99	yy
Years as 1900-9999	yyyy