

# Re: Split doc to many files

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- *From:* [rm@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:rm@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx) (Roger Morris)
  - *Date:* Wed, 10 May 2006 21:02:39 +0100
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Paul Berkowitz <[berkowitz@xxxxxxxxxxxxxxxxxxxxxxxx](mailto:berkowitz@xxxxxxxxxxxxxxxxxxxxxxxx)> wrote:

On 5/9/06 1:03 PM, in article  
1hf38uh.df4dxn19a38meN%[rm@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:rm@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx), "Roger Morris"  
<[rm@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:rm@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx)> wrote:

I have several long Word documents (50 to 100 pages) that I would like to split (save as) into many separate docs (files).

I have a Heading 1 at the start of what I would like to be the start of each new doc.

Is there an easy way to do this please?

An Applescript (preferred) or VBA solution would be welcome.

It can, but it would be easier if you had started a new section with each Heading 1. Too late for that now?

I think so, these (big) Word docs are not new (unless a section break could be inserted by a script?)

In fact they are various diaries and each Heading 1 styled text is a new month. Each doc contains several years worth of data.

The text of the heading is consistent so can easily be changed and as it contains both a month name and a 4 digit year number I intended to get the new file names from there. There would be no duplicates.

I feel that I can handle the whole script with necessary repeats, new doc creation etc except for the all important bit of selecting the one month of data from the big document. So far, this is where I've failed.

This is the sequence (with para styles H1=Heading 1, N=Normal):

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H1 "Diary for September 2001 (and a few other words)"  
N "d1 ..." (arbitrary text)  
N "d2 ..."  
N "d3 ..." etc to month end (but not necessarily every day)  
H1 "Diary for October 2001 (and a few other words)"

My problem at present is finding out how to select and cut the portion:  
"Diary for ..."  
up to but not including the next "Diary for ..."

I supposed that cutting it to the clipboard would be best, I'm then only ever searching for the first set of data.

Then all I have to do is create a new word doc, give it a name, paste the text in and save it. I have done something like this before so shouldn't have a problem (likewise the repeats and doc, sub folder choosing/creating) – Does that sound like "famous last words"?

Mac OS 10.4.6 and Word 11.2

John McGhie suggested a way using Master Document processing but so far I have not had any success with this either.

Roger

In order to make new files, you have to tell us how you want to name them. Suppose the original document is called "Document Blah.doc". Do you want the separate docs to be called "Document Blah 1.doc", "Document Blah 2.doc", etc. ? Or do you want the separate documents to have the names of the Headings that begin them? Or what exactly? Presumably they should be saved to the same folder as the long doc? There's always a possibility that a doc of the same name already exists in that folder, necessitating a complicated routine for re-naming them. IMO, it would be safer for the script to create a new subfolder of the same name as the long doc (but without ".doc" extension) or however you want (and the routine can check just `_its_name`), and make the separate docs within that.