

# Re: A Macro to Save Files

---

*Source:*

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.docmanagement/2006-11/msg01803.html>

---

- *From:* "Doug Robbins – Word MVP" <[dkr@xxxxxxxxxxxxxxxxxxxxxx](mailto:dkr@xxxxxxxxxxxxxxxxxxxxxx)>
  - *Date:* Mon, 20 Nov 2006 22:09:15 +0100
- 

And just how do you prepare each of those documents from the normal.dot template? Starting with a blank page each time? Surely not.

--  
Hope this helps.

Please reply to the newsgroup unless you wish to avail yourself of my services on a paid consulting basis.

Doug Robbins – Word MVP

"JeanneJo" <[JeanneJo@xxxxxxxxxxxxxxxxxxxxxx](mailto:JeanneJo@xxxxxxxxxxxxxxxxxxxxxx)> wrote in message <news:6129AE15-93BE-4F74-A458-15F6BAC92DB8@xxxxxxxxxxxxxxxxxxxxxx>

If I understand what you are saying, your userform approach isn't going to work. There isn't one specific template involved: there are court pleadings, fax cover sheets, letterhead, and agreements which are prepared from the normal.dot template. Creating a specific template for each type of document, for this one particular attorney, would not be a solution, from what I can tell.

So – you're basically saying that a macro to perform this function is out of the question?

"Doug Robbins – Word MVP" wrote:

The save part is easy – `ActiveDocument.SaveAs "Path\Filename"`

Getting the name for the file is where the work is and I would suggest that you should have a userform in the template from which the documents are created that has controls on it into which the user enters that information.

Almost certainly, the recipient and the name of the document are required

Re: A Macro to Save Files

in  
the document somewhere and once the data is entered into the userform,  
the  
code in the form could enter it into the document as well as save the  
document with the required name.

See the article "How to create a Userform" at:

<http://word.mvps.org/FAQs/Userforms/CreateAUserForm.htm>

--  
Hope this helps.

Please reply to the newsgroup unless you wish to avail yourself of my  
services on a paid consulting basis.

Doug Robbins – Word MVP

"JeanneJo" <JeanneJo@xxxxxxxxxxxxxxxxxxxxxxxxxxxx> wrote in message  
[news:B3234332-1CBF-4703-BA37-53C5AAFB80AC@xxxxxxxxxxxxxxxxxxxx](mailto:news:B3234332-1CBF-4703-BA37-53C5AAFB80AC@xxxxxxxxxxxxxxxxxxxx)

I have an attorney who wants a specific naming convention  
for his files:

2006.11.20\_[Atty Initials]\_[Name of  
Document]\_[Recipient].doc

The attorney initials would not exceed 3 spaces. Since there  
are  
several  
associates/legal staff who are going to be required to  
implement this  
method  
for this particular attorney, I thought a macro would be the  
easiest  
way  
of  
getting the job done and ensure consistency for everyone  
involved.

Since I have yet to write a macro in Word, I thought this  
forum would  
be a  
very good place to start gathering information for this  
project. Thank  
you  
in advance for any help you can provide me.

Re: A Macro to Save Files