

Re: VBA User Forms

Source:

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.docmanagement/2007-11/msg02029.html>

- *From:* "Jay Freedman" <jay.freedman@xxxxxxxxxxx>
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The key point is to write a procedure in the UserForm's code, specifically naming the procedure `UserForm_Initialize()`. (You can quickly get the Sub and End Sub lines for this by choosing UserForm in the left-hand dropdown at the top of the code window, and then choosing Initialize from the right-hand dropdown.) This procedure runs when your UserForm is first created in memory, and before it appears on the screen. In the procedure, you need code to get the existing values (or as many of them as do exist, recognizing that none of them will exist in a new document) and put them into the UserForm's controls.

In addition to the `AutoNew` or `Document_New` macro that shows the UserForm when a new document is being created, you'll need an `AutoOpen` or `Document_Open` macro that shows the UserForm when an existing document is re-opened. It can probably just repeat the same code from the `AutoNew` macro, although that isn't necessarily true.

Although you can extract the values from the bookmarks in your current template, you might find it worthwhile to change the setup a bit. Word supports things called "document variables", which are named strings that are stored invisibly within the document (they're part of the file that's saved to disk) and which can be created and read by macros and UserForms. They're much more robust than bookmarks, since users have no access to them. Your UserForm's `OK_Click` procedure can store the values from the user's entries in document variables, and the `UserForm_Initialize` procedure can read those values. Then instead of bookmarks, the document body can contain `DocVariable` fields that display the values. Even if a user deletes one of these fields (and they're harder to delete unintentionally than are bookmarks), the data won't be lost, and the document can be repaired just by inserting a new field. Look in the main help for the topic on `DocVariable` fields, and in the VBA help for the topic on the `Variables` collection.

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Regards,

Jay Freedman

Microsoft Word MVP FAQ: <http://word.mvps.org>

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Re: VBA User Forms

TByrne wrote:

Using Word 2003 I have created a user form within a document template with text fields, dropdown lists etc. for users to enter required data. When I create a new document based on the template, the form is displayed and the values entered are populated in the document at the linked bookmarks. However, I would like to know what code I need to write so that when you open the document the previously entered data is displayed in the form so you can see which fields have been filled in. At the moment the form opens, but all fields are blank.
tmb