

Modify Word Document Properties with Access



Presented by

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VBA

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- Access Database ACCDB
- Sample Word Documents
- This presentation

msaccessgurus.com/tool/aWordDocPropActive.htm

Word Document Property Benefits

Add to document using DocProperty field:

1. Everywhere property values are referenced change when document is updated
2. Modify values without having to search
3. Some Built-in properties can be displayed in File Explorer columns
4. See all property names and values in a list that you can scan down and ensure accuracy – easy with Access!

Word Document Properties

Add to document using DocProperty field:

1. Built-in or Custom
2. Steps to create and modify
3. Display in File Explorer columns
4. Customize QAT to insert faster
5. Field Codes: R-Click, Toggle Field Codes
6. Field Shading: Options, Advanced, Show document content, Field Shading
7. Unlink: Ctrl-Shift-F9.

Demo - Word

- Demo_DocProperty_s4p.docx
- Demo_DocProperty_UG_s4p.docx
- Run VBA in Word to list all document properties at the end of the document
- Document Property reference + VBA to list msaccessgurus.com/VBA/Word_DocumentProperties.htm

Manage with Access

Word ActiveDocument Properties strive4peace 231207

List Open Documents File Info ...

Demo_DocProperty_s4p.docx

Read Selection 16 characters

Selection: **Thomas Jefferson**
 Result: **Thomas Jefferson**
 Field Code: **DOCPROPERTY aContactName_PM * MERGE**
 Field: **DocProperty**
 Property: **aContactName_PM**
 Format:

ActiveDocument Field SHADING Always Selected Never

Demo_DocProperty_s4p.docx

#Paragraphs 35 #Pages 1
 #Words 218 #Characters 863
 #Bookmarks #Comments
 #Tables 2 #Fields 20
 #Inline Shapes 1 #DocProperty 20

Filter Pattern: Data Type: Custom Built-in All Show All

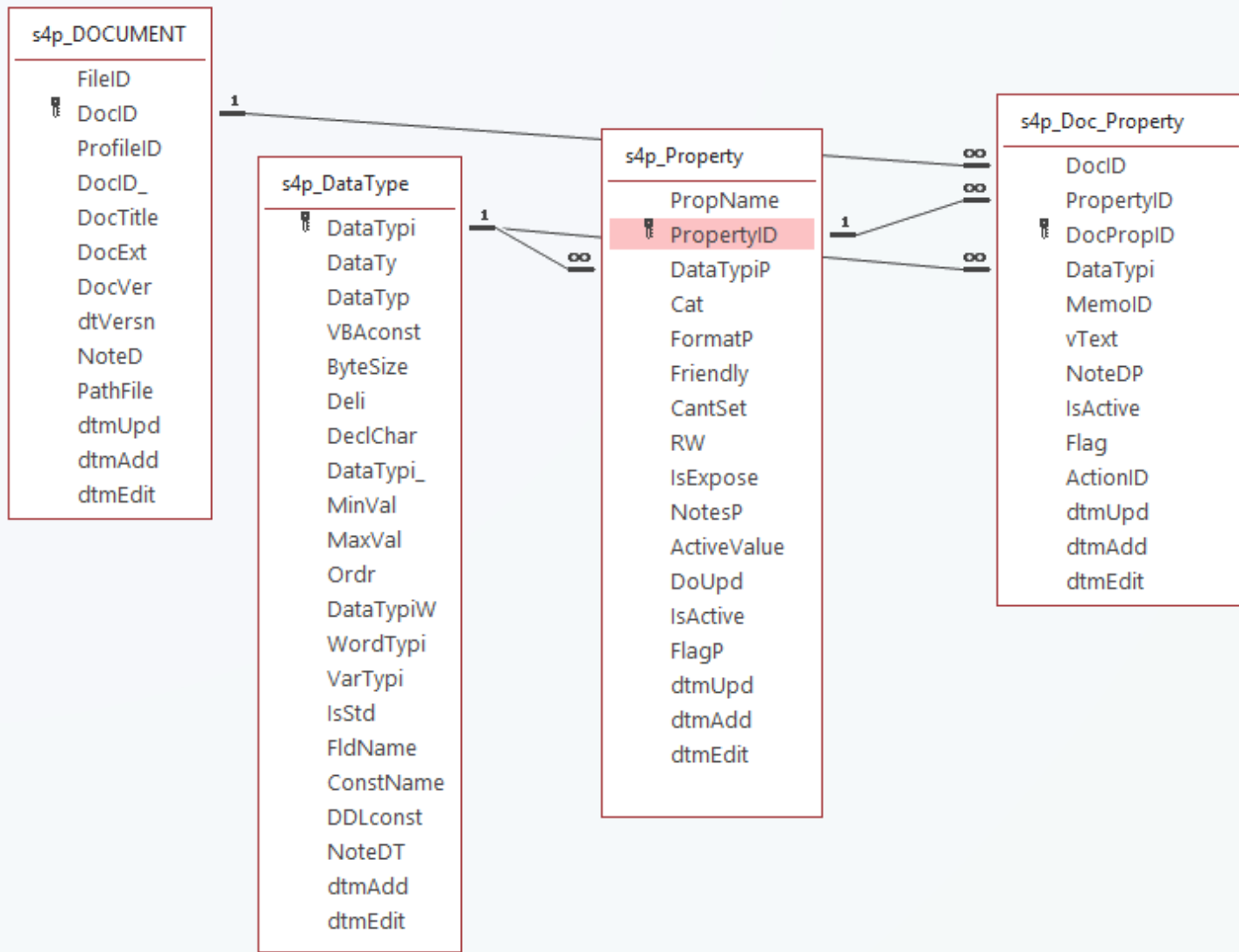
Properties Update Active Document with NEW values 2 Values to Update Reset Database Values

Activ?	Property Name	Data Type	Active value	Up?	NEW Value (Database)
<input checked="" type="checkbox"/>	aAddress_Project	Short Text	123 Main Street, Anytown, USA	<input type="checkbox"/>	123 Main Street, Anytown, USA
<input checked="" type="checkbox"/>	aCompany	Short Text	ABC Company	<input type="checkbox"/>	ABC Company
<input checked="" type="checkbox"/>	aContactName_PM	Short Text	Thomas Jefferson	<input type="checkbox"/>	Thomas Jefferson
<input checked="" type="checkbox"/>	aContactName_Survey	Short Text	Ferdinand Magellan	<input type="checkbox"/>	Ferdinand Magellan
<input checked="" type="checkbox"/>	aContactTitleName_PM	Short Text	Mr. Thomas Jefferson	<input type="checkbox"/>	Mr. Thomas Jefferson
<input checked="" type="checkbox"/>	aDate_Due	Date/Time	3/2/2024	<input type="checkbox"/>	3/2/2024
<input checked="" type="checkbox"/>	aDate_Questions	Date/Time	2/24/2022 12:00:00 PM	<input type="checkbox"/>	2/24/2022 12:00:00 PM
<input checked="" type="checkbox"/>	aDate_Survey	Date/Time	2/23/2022 12:00:00 PM	<input type="checkbox"/>	2/23/2022 12:00:00 PM
<input checked="" type="checkbox"/>	aEmail_PM	Short Text	Thomas@anywhere.com	<input checked="" type="checkbox"/>	Thomas@freedom.com
<input checked="" type="checkbox"/>	aEmail_Survey	Short Text	Magellan@anyocean.com	<input checked="" type="checkbox"/>	Magellan@bigOcean.com
<input checked="" type="checkbox"/>	aPhone	Short Text	304-555-1212	<input type="checkbox"/>	304-555-1212
<input checked="" type="checkbox"/>	aProjectName	Short Text	ABC Organic Garden Design and	<input type="checkbox"/>	ABC Organic Garden Design ar
<input checked="" type="checkbox"/>	aProjectNickname	Short Text	ABC Org Garden	<input type="checkbox"/>	ABC Org Garden
<input checked="" type="checkbox"/>	aTime_Due	Short Text	2:00 P.M. EST	<input type="checkbox"/>	2:00 P.M. EST

Edit: 11/10/2023 3:08:51 PM Custom Document Property

Record: 11 of 25 Unfiltered Search

Relationships



Demo - Access

- List Open Documents
- Read Selection
- Change Field Shading
- Modify Document Properties
- Filter for Pattern, Data Type, and Custom or Built-in document property

See information about selection, statistics, and document property values

Links

References

- **Word Automation VBA Code**

msaccessgurus.com/VBA/WordAutomate.htm

- **Reference for Word Document Properties, and VBA to list them**

msaccessgurus.com/VBA/Word_DocumentProperties.htm

- **Word code including Field Shading, Unlink, and Selection information**

msaccessgurus.com/code.htm#Word

- **Automation code for Word**

msaccessgurus.com/code.htm#aWord

YouTube

Playlist for Word and Word Automation

youtube.com/playlist?list=PLis0tV85b5t5I76NoKGeDJO3AywMADYav

AL: Word Automation from Access VBA Deep Dive

youtu.be/BWjqPYQjgmU

Customize QAT

<https://youtu.be/lDCvlt8tYo>

some AUG Access Playlists on YouTube

Access Pacific

<https://www.youtube.com/playlist?list=PLwIULo1M2EWtYXKi9F5-jkkXPGyHIM7ZP>

Access Lunchtime

<https://www.youtube.com/playlist?list=PLwIULo1M2EWvapx3zAhd3jhXITigxM6M>

Access Europe

<https://www.youtube.com/playlist?list=PLwIULo1M2EWsNUrNhgHyKJvXrIMywwUhx>

About

Crystal Long

Crystal Long has been using and developing with Access a long time, and Word even longer. She connects 1-on-1 and guides developers as they're building applications, and teaches in virtual classrooms.

On her website, MsAccessGurus.com, you can find free code, tools, videos, and articles. Her YouTube channel, LearnAccessByCrystal, has lots of Access videos and some about other Office topics. She is a long-time Microsoft MVP for Access and on forums, she posts as strive4peace

<https://msaccessgurus.com>



Access Pacific
with George Hepworth
1st Thursday @ 6:30pm PT
4 Jan 2024

Next for Access Pacific

The Power of Sub classes in Access VBA

join us!

<https://accessusergroups.org/pacific/event/implementing-vba-classes-with-kent-gorrell/>

Presented by

Kent Gorrell

www.osel.com.au

produced by crystal (strive4peace)

Thanks for coming!

join Access Pacific next month
Thursday, January 4, 2024

The Power of Sub classes in Access VBA with Kent Gorrell

<https://accessusergroups.org/pacific/event/implementing-vba-classes-with-kent-gorrell/>

Adrian Bell recently gave a presentation on
The Basics of using classes in VBA
for Access lunchtime.

Video will be posted before Kent's presentation.
John Colby also presented on classes, videos posted.