**Batch Template Changes**

Templates are used to quickly define a standard look for a document or a group of documents. The wonderful thing about templates is that you can define one template to give your document one look, and another template to give it an entirely different look. All you need to do, of course, is change which template is associated with a document.

[Changing the template associated with one or two documents is quite easy](http://wordribbon.tips.net/T005998_Changing_the_Attached_Template.html). What if you have a directory full of documents whose templates need to be changed? This can get quite tedious very quickly. This is where a macro can come to the rescue—to relieve that old tedium and do the mundane very quickly. The following macro, ChangeTemplates, modifies all the documents in a particular directory to make sure they use the template you want.

Sub ChangeTemplates()

Dim strDocPath As String

Dim strTemplateB As String

Dim strCurDoc As String

Dim docCurDoc As Document

' set document folder path and template strings

strDocPath = "C:\path to document folder\"

strTemplateB = "C:\path to template\templateB.dotx"

' get first doc - only time need to provide file spec

strCurDoc = Dir(strDocPath & "\*.doc?")

' ready to loop (for as long as file found)

Do While strCurDoc <> ""

' open file

Set docCurDoc = Documents.Open(FileName:=strDocPath & strCurDoc)

' change the template

docCurDoc.AttachedTemplate = strTemplateB

' save and close

docCurDoc.Close wdSaveChanges

' get next file name

strCurDoc = Dir

Loop

MsgBox "Finished"

End Sub

In order to use the macro, simply make sure that the strDocPath and strTemplateB variables are set properly. The macro changes the template associations for all documents in a particular directory. If you want something a little more discriminating, then a different macro is in order. For instance, you may want to have the macro examine each document and only change those that use TemplateA so that they now use TemplateB. In this instance you will find the following macro very handy:

Sub TemplateBatchChange()

Dim objPropertyReader

Dim strFolder As String

Dim strFileName As String

Dim objThisDoc As Word.Document

Dim strFindTemplate As String

Dim strReplaceTemplate As String

Dim strAffectedDocs As String

On Error Resume Next

'Create the PropertyReader object

Set objPropertyReader = CreateObject("DSOleFile.PropertyReader")

If Err.Number <> 0 Then

MsgBox "You must install the DSOleFile component. See " & \_

"http://support.microsoft.com/kb/224351"

GoTo FinishUp

End If

'Get the template names

strFindTemplate = UCase(InputBox("Name of template to find"))

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strReplaceTemplate = InputBox("Name of replacement template")

'Make sure it's a valid template. Try to create a new document based on it.

Set objThisDoc = Word.Documents.Add(strReplaceTemplate, Visible:=False)

If Err.Number <> 0 Then

'No such template

MsgBox "There is no accessible template named " & strReplaceTemplate

GoTo FinishUp

End If

'Close the test document

objThisDoc.Close wdDoNotSaveChanges

On Error GoTo ErrorHandler

'Get the current documents path

strFolder = Word.Application.Options.DefaultFilePath(wdDocumentsPath) \_

& Word.Application.PathSeparator

'Examine all Word documents in the directory

'Get the first document name

strFileName = Dir(strFolder & "\*.doc?")

While strFileName <> ""

'Look at the template name

If UCase(objPropertyReader.GetDocumentProperties \_

(strFolder & strFileName).Template) = strFindTemplate Then

'It matches. Open the document

Set objThisDoc = Word.Documents.Open \_

(FileName:=strFileName, Visible:=False)

'Change the attached template

objThisDoc.AttachedTemplate = strReplaceTemplate

'Save the change

objThisDoc.Close wdSaveChanges

'Note the document

strAffectedDocs = strAffectedDocs & strFileName & ", "

End If

'Get the next document

strFileName = Dir

Wend

'Report the results

If strAffectedDocs = "" Then

MsgBox "No documents were changed.", , "Template Batch Change"

Else

'Remove the trailing comma and space

strAffectedDocs = Left(strAffectedDocs, Len(strAffectedDocs) - 2)

MsgBox "These documents were changed: " & \_

strAffectedDocs, , "Template Batch Change"

End If

GoTo FinishUp

ErrorHandler:

Set objThisDoc = Nothing

Set objPropertyReader = Nothing

Err.Raise vbError + 1001, "TemplateBatchChange", \_

"TemplateBatchChange encountered an error: " & Err.Description

FinishUp:

'Release object references

Set objThisDoc = Nothing

Set objPropertyReader = Nothing

End Sub

In order to use this macro, you must first make sure that the DSOLEFILE component (available free from Microsoft) is installed on your system. You can find out more about this component by referring to Microsoft's 224351 Knowledge Base article. The macro provides you a chance to specify a template name to be replaced and the name of the template to replace it with. It even checks to make sure that the replacement template exists.

This macro searches for documents in the default Word document folder. If you want to search in a different directly, you should make sure that the strFolder variable gets set to the full path of the folder you want used.