

Step 1 : Copy the following VBA code by passing **Ctrl C**

'This macro finds multiple Word files in a folder, and pulls the values from all hte fields in them. It will append any new information to the 'bottom of the sheet.

'if you decide to use Content Controls instead of Form Fields (using the top section of the Developer Ribbon, you will need to find every instance of FormField and replace it with Control.

'Dim FmFld As Word.FormField changes to
'Dim CCtrl as Word.ContentControl

'For Each FmFld In .FormFields changes
'For Each CCtrl in .ContentControls

```
Sub GetFormData_CCF()  
'Note: this code requires a reference to the Word object model  
Application.ScreenUpdating = False  
Dim wdApp As New Word.Application  
'For New Word.Application, remember go to Tools, References  
'enable the options- Microsoft Word 1# Object Library  
  
Dim wdDoc As Word.Document  
Dim CCtrl As Word.ContentControl  
Dim strFolder As String, strFile As String  
Dim WkSht As Worksheet, i As Long, j As Long  
strFolder = GetFolder  
If strFolder = "" Then Exit Sub  
Set WkSht = ActiveSheet  
i = WkSht.Cells(WkSht.Rows.Count, 1).End(xlUp).Row
```

'on this line, notice that the file extension is .docx.
'if you are using .doc files or .docm files, make sure
'you change this line to match up with that.

```
strFile = Dir(strFolder & "\*.docx", vbNormal)  
While strFile <> ""  
i = i + 1  
Set wdDoc = wdApp.Documents.Open(Filename:=strFolder & "\" & strFile,  
AddToRecentFiles:=False, Visible:=False)  
With wdDoc  
j = 0  
For Each CCtrl In .ContentControls  
j = j + 1  
WkSht.Cells(i, j) = CCtrl.Range.Text  
Next  
End With  
wdDoc.Close SaveChanges:=False  
strFile = Dir()  
Wend  
wdApp.Quit  
Set wdDoc = Nothing: Set wdApp = Nothing: Set WkSht = Nothing  
Application.ScreenUpdating = True  
End Sub
```

```
Function GetFolder() As String  
Dim oFolder As Object  
GetFolder = ""  
Set oFolder = CreateObject("Shell.Application").BrowseForFolder(0, "Choose a folder", 0)  
If (Not oFolder Is Nothing) Then GetFolder = oFolder.Items.Item.Path  
Set oFolder = Nothing  
End Function
```

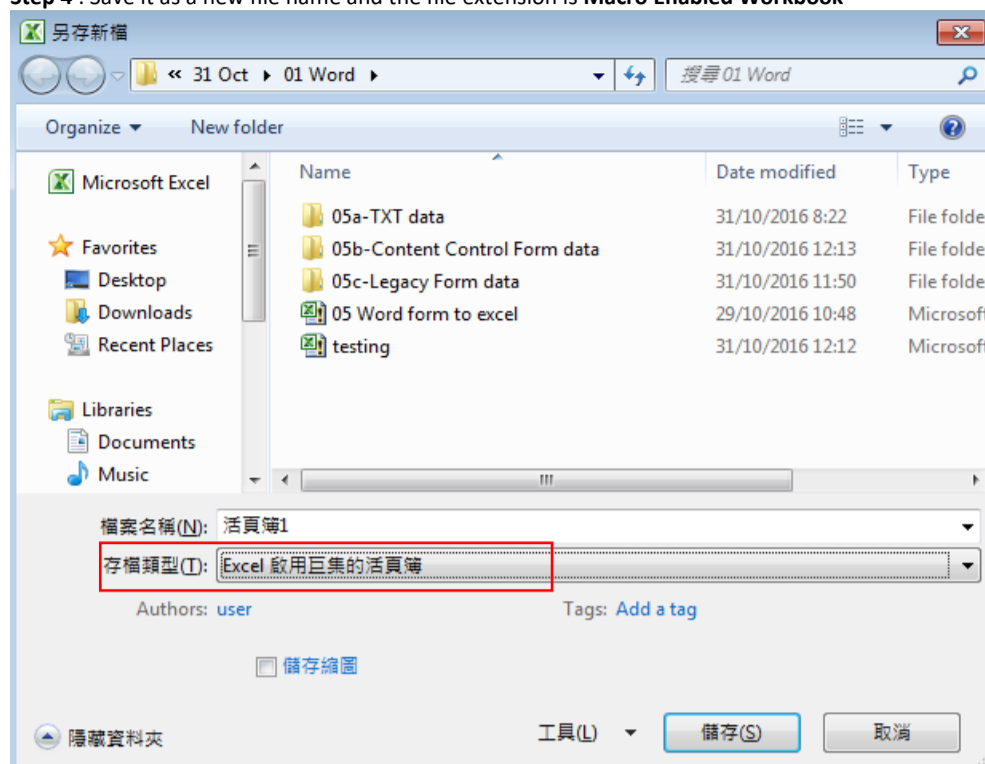
```
Sub GetFormData_LF()  
Application.ScreenUpdating = False  
Dim wdApp As New Word.Application  
  
Dim wdDoc As Word.Document  
Dim CCtrl As Word.ContentControl  
Dim strFolder As String, strFile As String  
Dim WkSht As Worksheet, i As Long, j As Long  
strFolder = GetFolder  
If strFolder = "" Then Exit Sub  
Set WkSht = ActiveSheet  
i = WkSht.Cells(WkSht.Rows.Count, 1).End(xlUp).Row
```

```
strFile = Dir(strFolder & "\*.docx", vbNormal)  
While strFile <> ""  
i = i + 1  
Set wdDoc = wdApp.Documents.Open(Filename:=strFolder & "\" & strFile,  
AddToRecentFiles:=False, Visible:=False)  
With wdDoc  
j = 0  
For Each FmFld In .FormFields  
j = j + 1  
WkSht.Cells(i, j) = FmFld.Range.Text  
Next  
End With  
wdDoc.Close SaveChanges:=False  
strFile = Dir()  
Wend  
wdApp.Quit  
Set wdDoc = Nothing: Set wdApp = Nothing: Set WkSht = Nothing  
Application.ScreenUpdating = True  
End Sub
```

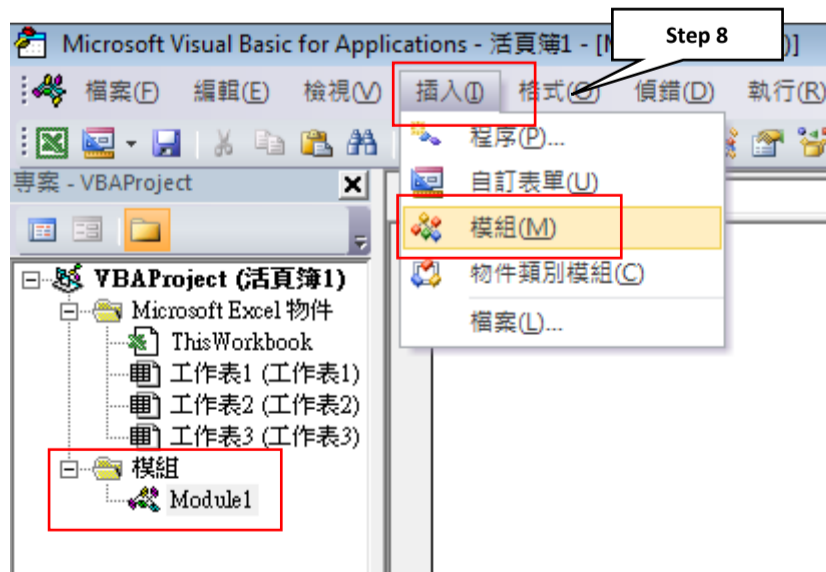
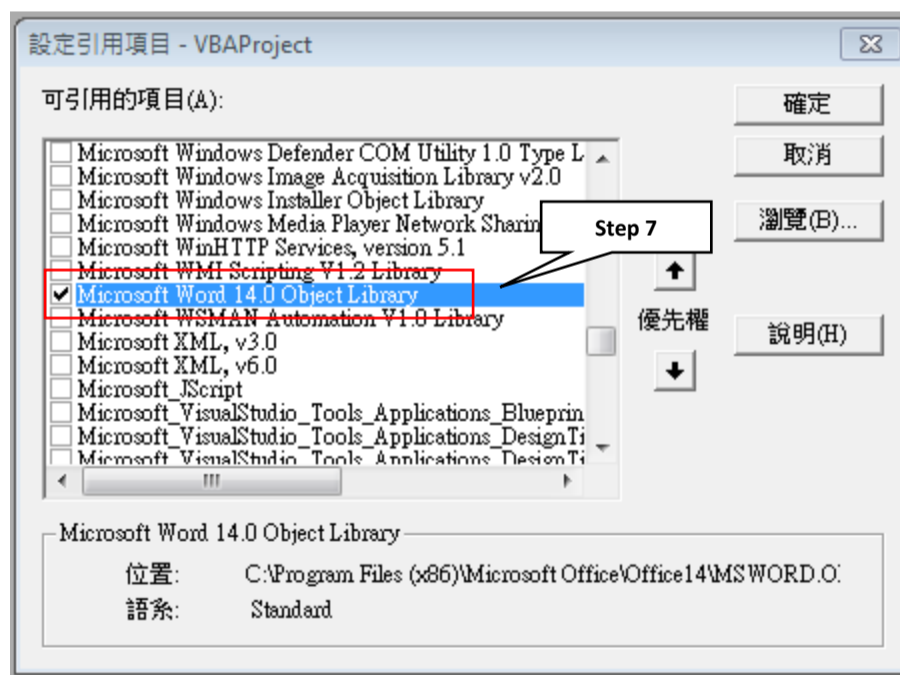
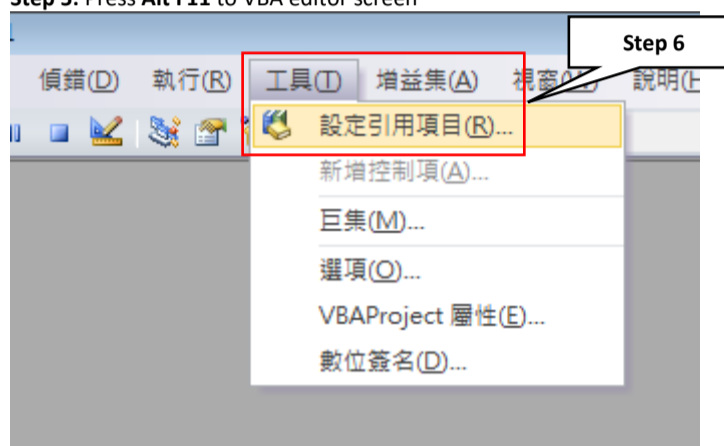
Step 2 : Start Excel

Step 3 : Create a new blank workbook by pressing **Ctrl N**

Step 4 : Save it as a new file name and the file extension is **Macro Enabled Workbook**

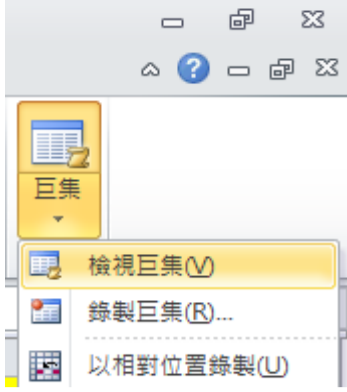


Step 5 : Press **Alt F11** to VBA editor screen



Step 9 : Press **Ctrl V**, paste the VBA code in your new module.

To run the macro, click **View, Macro, View Macro**



Select the macro, then click **Run**

GetFormData_CCF, this macro for Content Control form

GetFormData_LF, this macro for Legacy Form

