

The macro code for rapid script extraction is shown below. For instructions on how to add it to your word document, follow the steps on page 2.

N.B. Documents with macros will usually get rejected by email servers, so make sure it's removed if you need to send it to a client!

```
Sub ExtractText()
```

```
    Dim cDoc As Word.Document, nDoc As Word.Document
```

```
    Dim cRng As Word.Range, nRng As Word.Range
```

```
    Set cDoc = ActiveDocument
```

```
    Set nDoc = Documents.Add
```

```
    Set cRng = cDoc.Content
```

```
    Set nRng = nDoc.Content
```

```
    cRng.Find.ClearFormatting
```

```
    With cRng.Find
```

```
        .Forward = True
```

```
        .Text = "[!]"
```

```
        .Wrap = wdFindStop
```

```
        .Execute
```

```
        Do While .Found
```

```
            cRng.Collapse Word.WdCollapseDirection.wdCollapseEnd
```

```
            cRng.MoveEndUntil Cset:="[!]", Count:=Word.wdForward
```

```
            nRng.FormattedText = cRng.FormattedText
```

```
            nRng.InsertParagraphAfter
```

```
            nRng.Collapse Word.WdCollapseDirection.wdCollapseEnd
```

```
            cRng.Collapse Word.WdCollapseDirection.wdCollapseEnd
```

```
            .Execute
```

```
        Loop
```

```
    End With
```

```
End Sub
```

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- Go to the View tab, and click on Macros in the Window area.
- Name your macro in the Macro name: box. Be sure your name has no spaces between words. For example, ScriptExtract.
- Click Create. You will now be taken to Word's VBA editor.
- Copy the macro script below and paste it into Word's VBA. It will show you where to paste your macro (look for the section that has the same name as the macro you just named). Delete all the text that's there (everything from Sub to End Sub) and paste your macro script into the VBA editor.
- Close Word's VBA editor by going to File, Close and Return to Microsoft Word. Your macro will be saved and you can now use it with any Word document.

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