## WORKING WITH DOCUMENTS

Documents collection consists of all open documents.

To open a named document:

```
Documents.Open FileName,
ConfirmConversion, readOnly,
AddToRecentFiles, PasswordDocument,
PasswordTemplate, Revert,
WritePasswordDocument,
WritePasswordTemplate, Format, Encoding,
Visible, OpenConflictDocument,
OpenAndRepair, DocumentDirection,
NoEncodingDialog
```

Example: `Documents.Open "C:\date\this.doc"`

To close the active document:

```
ActiveDocument.Close SaveChanges,
OrifinalFormat, RouteDocument
```

Example: `ActiveDocument.Close wdSaveChanges`

To save the active document

```
expression.Save (NoPrompt,
OriginalFormat)
```

Example: `ActiveDocument.Save True`

To create new empty document:

```
expression.Add (Template, NewTemplate,
DocumentType, Visible)
```

Example: `Documents.Add`

To make a document the active one (i.e. to switch between open documents):

```
Documents(1).Activate
Documents("Reports.docx").Activate
```

Run-time errors for files and directories:

```
53 – file not found
55 – file already open
57 – device I/O error
75 – path/file access error
76 – path not found
```