Microsoft Word

This app drives Microsoft Word. It allows saving a Word file as PDF or as a number of common text formats (RTF, TXT, HTML). The Microsoft Word app supports incoming job folders in addition to individual files. In case of a job folder, the app expects that the folder contains a single Microsoft Word file on its topmost level, and that all resources referred to from within the Microsoft Word file reside in the job folder or in one of its (nested) subfolders.

Compatibility

Microsoft Word for Windows 2010, 2013, 2016

Keywords

If you enter one of the following keywords in the Search field at the top of the Flow elements pane, the **Microsoft Word** app will be shown in the list:

- Microsoft
- doc
- docx
- text
- PDF
- rtf
- txt
- html
- macro

Connections

This app has an outgoing traffic-light connection. When one or both of the properties to fail when images or fonts are not available, are set to Yes, the input Word file will follow the error out connection.

Properties

Property	Description
Element type	The flow element type: Microsoft Word. This property is useful to identify renamed flow elements. It cannot be changed.
Name	The name of the flow element displayed in the canvas.
Description	A description of the flow element displayed in the canvas. This description is also shown in the tooltip that appears when moving your cursor over the flow element.
Command	The command to be performed:

Property	Description
	• **None**: Does nothing (other than what's specified for saving the file). • **Macro**: Executes a user-provided macro on the file for customized processing.
Save as	The method or format to save the job: • **PDF** **Note:** When saving as PDF the page size and orientation are taken from the page setup of the document. • **rtf** • **txt** • **html** • **docx** • **doc**
Images in document	Insert and embeds all images: • **Insert**: Embeds all images. • **Insert and keep link**: Embeds the images and also keeps the link to the original image. • **Keep as is**: Does nothing. **Note:** Inserting images requires that the link to the original image is available.
Fail jobs with unavailable images	If set to Yes, the app fails any jobs that use one or more images that can't be found. The job will either be sent along the error connection, or when that is not available, it will be moved to the Problem jobs folder. If set to No, the app doesn't test for unavailable images and any missing images won't be in the output document.
Fail jobs with unavailable fonts	If set to Yes, the app fails any jobs that use one or more fonts that can't be found/activated; these jobs are either moved along the error connection or moved to the Problem jobs folder. If set to No, the app doesn't test for unavailable fonts. **Note:** Not all versions of Word support this feature. Unavailable fonts detection has been verified in Word version 15.