```
Sub Guardar_Oferta()
'
' Guardar_Oferta Macro
'
Dim x As String
Dim y As String
   x = InputBox("No. de oferta:")
   y = x
   x = "Oferta APA24-" & x
   x = "C:\Users\juan.ramirez.APICOM\Dropbox\VARIOS\OFERTAS\" & x & ".docx"

   Selection.Find.ClearFormatting
   Selection.Find.Replacement.ClearFormatting
   With Selection.Find
      .Text = "Oferta APA??-??????"
      .Replacement.Text = "Oferta APA24-" & y & ". "
      .Forward = True
      .Wrap = wdFindContinue
      .Format = False
      .MatchCase = False
      .MatchWholeWord = False
      .MatchAllWordForms = False
      .MatchSoundsLike = False
      .MatchWildcards = True
   End With
   Selection.Find.Execute
   With Selection
      If .Find.Forward = True Then
         .Collapse Direction:=wdCollapseStart
      Else
         .Collapse Direction:=wdCollapseEnd
      End If
      .Find.Execute Replace:=wdReplaceOne
      If .Find.Forward = True Then
         .Collapse Direction:=wdCollapseEnd
      Else
         .Collapse Direction:=wdCollapseStart
      End If
      .Find.Execute
   End With


   ActiveDocument.SaveAs2 FileName:=x, _
      FileFormat:=wdFormatXMLDocument, LockComments:=False, Password:="", _
      AddToRecentFiles:=True, WritePassword:="", ReadOnlyRecommended:=False, _
      EmbedTrueTypeFonts:=False, SaveNativePictureFormat:=False, SaveFormsData _
      :=False, SaveAsAOCELetter:=False, CompatibilityMode:=14

      ActiveWindow.ActivePane.View.Zoom.PageFit = wdPageFitBestFit
End Sub
```

```
Sub PDFenELescritorio()

' zzzzzzzzz Macro
'

    Dim x As String
     x = Left(ActiveDocument.Name, _
      Len(ActiveDocument.Name) - 5)

    If ActiveDocument.TablesOfContents.Count >= 1 Then _
     ActiveDocument.TablesOfContents(1).Update



  ChangeFileOpenDirectory "C:\Users\juan.ramirez.APICOM\Desktop\"
    ActiveDocument.ExportAsFixedFormat OutputFileName:= _
       "C:\Users\juan.ramirez.APICOM\Desktop\" & x & " .pdf", ExportFormat:= _
       wdExportFormatPDF, OpenAfterExport:=True, OptimizeFor:= _
       wdExportOptimizeForPrint, Range:=wdExportAllDocument, From:=1, To:=1, _
       Item:=wdExportDocumentContent, IncludeDocProps:=True, KeepIRM:=True, _
       CreateBookmarks:=wdExportCreateNoBookmarks, DocStructureTags:=True, _
       BitmapMissingFonts:=True, UseISO19005_1:=False
ActiveDocument.Save

End Sub
```

```
Sub HacerOferta()

'Ayuda en la Oferta. Solicita Empresa, Funcionario y No. de la oferta, la guarda en OFERTAS. Se activa con CTRL-7"
'


Dim x As String
Dim y As String
Dim z As String
   y = InputBox("Ingrese el nombre de la empresa:")
   z = InputBox("Cual es el nombre del contacto?")
   x = InputBox("No. de Oferta:")

 'Pone el nombre de la empresa

   Selection.ParagraphFormat.TabHangingIndent 1
   Selection.Find.ClearFormatting
   Selection.Find.Replacement.ClearFormatting
   With Selection.Find
      .Text = "XXX"
      .Replacement.Text = y
      .Forward = True
      .Wrap = wdFindContinue
      .Format = False
      .MatchCase = False
      .MatchWholeWord = False
      .MatchWildcards = False
      .MatchSoundsLike = False
      .MatchAllWordForms = False
   End With
   Selection.Find.Execute Replace:=wdReplaceAll


 'Pone el nombre del contacto.

   Selection.ParagraphFormat.TabHangingIndent 1
   Selection.Find.ClearFormatting
   Selection.Find.Replacement.ClearFormatting
   With Selection.Find
      .Text = "YYYY"
      .Replacement.Text = z
      .Forward = True
      .Wrap = wdFindContinue
      .Format = False
      .MatchCase = False
      .MatchWholeWord = False
      .MatchWildcards = False
      .MatchSoundsLike = False
      .MatchAllWordForms = False
   End With
   Selection.Find.Execute Replace:=wdReplaceAll

'Pone en mayusculas correctas al nombre del contacto.
```

```
    Selection.Find.ClearFormatting
   With Selection.Find
      .Text = z
      .Replacement.Text = ""
      .Forward = True
      .Wrap = wdFindContinue
      .Format = False
      .MatchCase = False
      .MatchWholeWord = False
      .MatchWildcards = False
      .MatchSoundsLike = False
      .MatchAllWordForms = False
   End With
   Selection.Find.Execute
   Selection.Range.Case = wdNextCase
   Selection.Range.Case = wdNextCase


'Pone el No. de la Oferta.

   Selection.ParagraphFormat.TabHangingIndent 1
   Selection.Find.ClearFormatting
   Selection.Find.Replacement.ClearFormatting
   With Selection.Find
      .Text = "ZZZZ"
      .Replacement.Text = x
      .Forward = True
      .Wrap = wdFindContinue
      .Format = False
      .MatchCase = False
      .MatchWholeWord = False
      .MatchWildcards = False
      .MatchSoundsLike = False
      .MatchAllWordForms = False
    End With
   Selection.Find.Execute Replace:=wdReplaceAll

'Pone la fecha

With Selection.Find
      .Text = "FFFF"
      .Replacement.Text = "Fecha"
      .Forward = True
      .Wrap = wdFindContinue
      .Format = False
      .MatchCase = False
      .MatchWholeWord = False
      .MatchWildcards = False
      .MatchSoundsLike = False
      .MatchAllWordForms = False
   End With
   Selection.Find.Execute
   Application.Run MacroName:="NewMacros.InsertaFecha"
```

```
' Actualiza el indice

    If ActiveDocument.TablesOfContents.Count >= 1 Then _
     ActiveDocument.TablesOfContents(1).Update

'Salva el archivo con el No. de la oferta

    ActiveDocument.SaveAs2 FileName:="C:\Users\juan.ramirez.APICOM\Dropbox\VARIOS\OFERTAS\Oferta APA24-" & x
& ".docx", FileFormat _
       :=wdFormatXMLDocument, LockComments:=False, Password:="", _
       AddToRecentFiles:=True, WritePassword:="", ReadOnlyRecommended:=False, _
       EmbedTrueTypeFonts:=False, SaveNativePictureFormat:=False, SaveFormsData _
       :=False, SaveAsAOCELetter:=False, CompatibilityMode:=14

' Muestra una pagina

 ActiveWindow.ActivePane.View.Zoom.PageFit = wdPageFitBestFit

End Sub
```

```
Sub InsertaFecha()
' InsertaFecha Macro
' Se ejecuta con CRTRL-8
'
    Selection.InsertDateTime DateTimeFormat:="d' de 'MMMM' de 'yyyy'.'", _
        InsertAsField:=False, DateLanguage:=wdSpanishColombia, CalendarType:= _
        wdCalendarWestern, InsertAsFullWidth:=False

' Reemplaza los meses
    Selection.Find.ClearFormatting
    Selection.Find.Replacement.ClearFormatting
    With Selection.Find
        .Text = "de Noviembre de 2.0"
        .Replacement.Text = "de Noviembre de 2.0"
        .Forward = True
        .Wrap = wdFindContinue
        .Format = False
        .MatchCase = False
        .MatchWholeWord = False
        .MatchWildcards = False
        .MatchSoundsLike = False
        .MatchAllWordForms = False
    End With
    Selection.Find.Execute Replace:=wdReplaceAll

    Selection.Find.ClearFormatting
    Selection.Find.Replacement.ClearFormatting
    With Selection.Find
        .Text = "de Diciembre de 2.0"
        .Replacement.Text = "de Diciembre de 2.0"
        .Forward = True
        .Wrap = wdFindContinue
        .Format = False
        .MatchCase = False
        .MatchWholeWord = False
        .MatchWildcards = False
        .MatchSoundsLike = False
        .MatchAllWordForms = False
    End With
    Selection.Find.Execute Replace:=wdReplaceAll

          Selection.Find.ClearFormatting
    Selection.Find.Replacement.ClearFormatting
    With Selection.Find
        .Text = "de Enero de 2.0"
        .Replacement.Text = "de Enero de 2.0"
        .Forward = True
        .Wrap = wdFindContinue
        .Format = False
        .MatchCase = False
        .MatchWholeWord = False
        .MatchWildcards = False
        .MatchSoundsLike = False
```

```
    .MatchAllWordForms = False
End With
Selection.Find.Execute Replace:=wdReplaceAll

        Selection.Find.ClearFormatting
Selection.Find.Replacement.ClearFormatting
With Selection.Find
    .Text = "de Febrero de 2.0"
    .Replacement.Text = "de Febrero de 2.0"
    .Forward = True
    .Wrap = wdFindContinue
    .Format = False
    .MatchCase = False
    .MatchWholeWord = False
    .MatchWildcards = False
    .MatchSoundsLike = False
    .MatchAllWordForms = False
End With
Selection.Find.Execute Replace:=wdReplaceAll

        Selection.Find.ClearFormatting
Selection.Find.Replacement.ClearFormatting
With Selection.Find
    .Text = "de Marzo de 2.0"
    .Replacement.Text = "de Marzo de 2.0"
    .Forward = True
    .Wrap = wdFindContinue
    .Format = False
    .MatchCase = False
    .MatchWholeWord = False
    .MatchWildcards = False
    .MatchSoundsLike = False
    .MatchAllWordForms = False
End With
Selection.Find.Execute Replace:=wdReplaceAll

        Selection.Find.ClearFormatting
Selection.Find.Replacement.ClearFormatting
With Selection.Find
    .Text = "de Abril de 2.0"
    .Replacement.Text = "de Abril de 2.0"
    .Forward = True
    .Wrap = wdFindContinue
    .Format = False
    .MatchCase = False
    .MatchWholeWord = False
    .MatchWildcards = False
    .MatchSoundsLike = False
    .MatchAllWordForms = False
End With
Selection.Find.Execute Replace:=wdReplaceAll

        Selection.Find.ClearFormatting
```

```
Selection.Find.Replacement.ClearFormatting
With Selection.Find
    .Text = "de Mayo de 2.0"
    .Replacement.Text = "de Mayo de 2.0"
    .Forward = True
    .Wrap = wdFindContinue
    .Format = False
    .MatchCase = False
    .MatchWholeWord = False
    .MatchWildcards = False
    .MatchSoundsLike = False
    .MatchAllWordForms = False
End With
Selection.Find.Execute Replace:=wdReplaceAll

        Selection.Find.ClearFormatting
Selection.Find.Replacement.ClearFormatting
With Selection.Find
    .Text = "de Junio de 2.0"
    .Replacement.Text = "de Junio de 2.0"
    .Forward = True
    .Wrap = wdFindContinue
    .Format = False
    .MatchCase = False
    .MatchWholeWord = False
    .MatchWildcards = False
    .MatchSoundsLike = False
    .MatchAllWordForms = False
End With
Selection.Find.Execute Replace:=wdReplaceAll

        Selection.Find.ClearFormatting
Selection.Find.Replacement.ClearFormatting
With Selection.Find
    .Text = "de Julio de 2.0"
    .Replacement.Text = "de Julio de 2.0"
    .Forward = True
    .Wrap = wdFindContinue
    .Format = False
    .MatchCase = False
    .MatchWholeWord = False
    .MatchWildcards = False
    .MatchSoundsLike = False
    .MatchAllWordForms = False
End With
Selection.Find.Execute Replace:=wdReplaceAll

        Selection.Find.ClearFormatting
Selection.Find.Replacement.ClearFormatting
With Selection.Find
    .Text = "de Septiembre de 2.0"
    .Replacement.Text = "de Septiembre de 2.0"
    .Forward = True
```

```
      .Wrap = wdFindContinue
      .Format = False
      .MatchCase = False
      .MatchWholeWord = False
      .MatchWildcards = False
      .MatchSoundsLike = False
      .MatchAllWordForms = False
   End With
   Selection.Find.Execute Replace:=wdReplaceAll

         Selection.Find.ClearFormatting
   Selection.Find.Replacement.ClearFormatting
   With Selection.Find
      .Text = "de Octubre de 2.0"
      .Replacement.Text = "de Octubre de 2.0"
      .Forward = True
      .Wrap = wdFindContinue
      .Format = False
      .MatchCase = False
      .MatchWholeWord = False
      .MatchWildcards = False
      .MatchSoundsLike = False
      .MatchAllWordForms = False
   End With
   Selection.Find.Execute Replace:=wdReplaceAll

     Selection.TypeParagraph


End Sub
```

```
Sub Mostrar2Paginas()

' Muestra dos páginas. Se ejecuta con CTRL-2.
' Se ejecuta con CTRL-2
'
   With ActiveWindow.ActivePane.View.Zoom
      .PageColumns = 2
      .PageRows = 1
   End With

End Sub
```

```
Sub Muestra1Pagina()
'Muestra página una página entera. Se ejecuta con CTRL-4.

' Se ejecuta con CTRL-4

   ActiveWindow.ActivePane.View.Zoom.PageFit = wdPageFitFullPage

End Sub
```

```
Sub MuestraPagAncho()
' Muestra página a lo ancho. Se ejecuta con CTRL-1.

    ActiveWindow.ActivePane.View.Zoom.PageFit = wdPageFitBestFit

End Sub


Sub Cierra()

' Cierra el documento
' Se ejecuta con CTRL-w.

    ActiveDocument.Close

End Sub
```