

How can you rename a file using VBA?

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June 21, 2024

RECOMMENDED CITATION

stats writer (2024). *How can you rename a file using VBA?*. PSYCHOLOGICAL SCALES.
Retrieved from <https://scales.arabpsychology.com/?p=146269>

Renaming a file using VBA (Visual Basic for Applications) involves using the "Name" function, which allows the user to change the name and location of a file. This can be done by specifying the current file path and name, as well as the desired new path and name. The "Name" function can be incorporated into a VBA macro or code to automate the renaming process. Additionally, the "Name" function can also be used to check if a file exists before renaming it, providing a convenient way to avoid overwriting existing files. Overall, utilizing the "Name" function in VBA allows for efficient and accurate renaming of files, making it a useful tool for file management.

Rename a File Using VBA (With Example)

You can use the Name statement in VBA to rename an Excel file.

Here is one common way to use this statement in practice:

```
Sub RenameFile()
```

```
Name
```

```
"C:UsersbobDocumentscurrent_datamy_old_file.xlsx"
```

```
As _
```

```
"C:UsersbobDocumentscurrent_datamy_new_file.xlsx"
```

```
End Sub
```

This particular macro will rename the file called my_old_file.xlsx to be called my_new_file.xlsx.

Note: You could write both file paths on the same line but we used an underscore (_) to continue the code on the next line to make it easier to read.




The following example shows how to use this syntax in practice.

Example: Rename a File Using VBA

Suppose we have a folder located in the following location:

C:\Users\Bob\Documents\current_data

This folder contains three Excel files:

<input type="checkbox"/> Name	Status	Date modified
 basketball_data	✓	2/15/2023 10:59 AM
 football_data	✓	2/15/2023 10:59 AM
 soccer_data	✓	2/15/2023 10:59 AM

Suppose we would like to use VBA to rename the file called `soccer_data.xlsx` to be `soccer_data_new.xlsx` instead.

We can create the following macro to do so:

```
Sub RenameFile()
```

```
    Name
```

```
    "C:\Users\bob\Documents\current_data\soccer_data.xlsx"
```

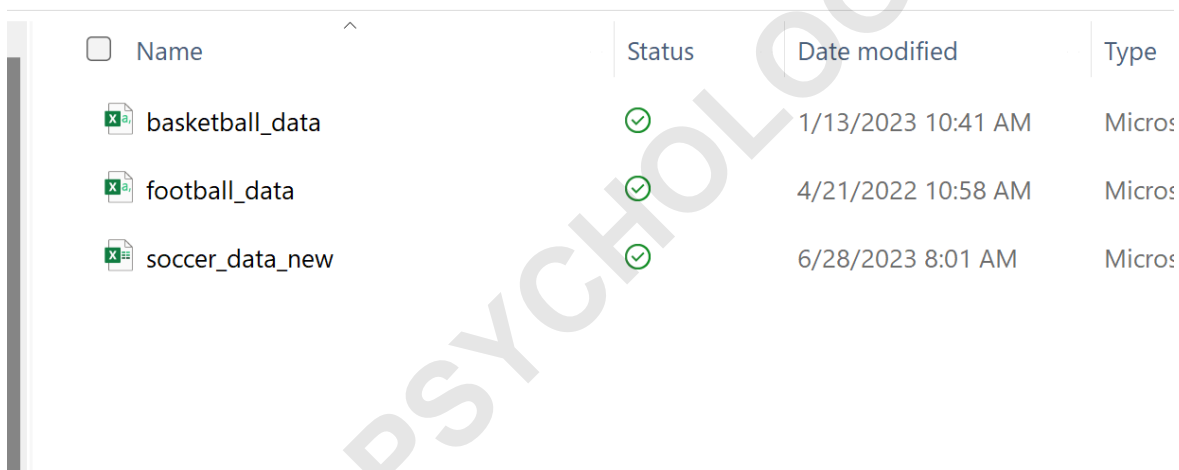
```
    As _
```




```
    "C:\Users\bob\Documents\current_data\soccer_data_new.xlsx"
```

End Sub

Once we run this macro, the file that we specified will be renamed.

We can navigate to the folder location and check to see that `soccer_data.xlsx` has been renamed to `soccer_data_new.xlsx`:



Name	Status	Date modified	Type
 basketball_data	✓	1/13/2023 10:41 AM	Micros
 football_data	✓	4/21/2022 10:58 AM	Micros
 soccer_data_new	✓	6/28/2023 8:01 AM	Micros

Note: You can find the complete documentation for the `Name` statement in VBA .