

# DOCX TYPEFACE CHANGER



# User Guide: DOCX Typeface Changer

This guide explains what the Python script `docx_typeface_changer.py` does step-by-step.

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## What DOCX Typeface Changer Script Does

Have you ever needed to change the font in dozens of Word documents? Doing it one by one is slow and tedious. This script automates that entire process for you!

For writers and novelists, formatting is everything. Agents and publishers often have strict submission guidelines, and being able to switch your entire 300-page manuscript from Times New Roman to Courier in one go is a game-changer. It also allows you to experiment with different typefaces for readability during the editing process without the headache.

In the corporate world, brand identity is paramount. When your company updates its style guide, every document—from proposals to internal memos—needs to reflect that change. Manually opening and editing each file is not just inefficient; it's a recipe for inconsistency.

**Here's the key idea:** The script **never touches your original files**. Instead, it does the following:

1. Asks you to pick a folder containing your Word documents.
2. Creates a brand-new, safe **copy** of that entire folder.
3. Changes the font in all the Word documents inside the **new copy**.

Your original documents are always left completely untouched and safe.

## Prerequisites:

Please make sure the **Requirements** below are installed in the following order on your computer before running the Python script **docx\_typeface\_changer.py**.

**Requirement 1:** The **Python** interpreter program that reads and executes Python code must be installed on your system. See the documentation on **How to Install Python on Windows & macOS**.

**Requirement 2:** Once you have the Python program installed, you will need to install the **python-docx** library\*. You can do this by opening your Command Prompt (on Windows OS) or Terminal (on macOS) and running the following command: **pip install python-docx**

### What is the python-docx Library?

The **python-docx** library is a specific "toolbox" designed to help Python programs understand, create, and modify Microsoft Word (.docx) files. Just as a mechanic needs a specific wrench to work on a certain part of an engine, our script needs this library to open your Word documents and change the font.

Without this library, the script wouldn't know how to interact with your files, which is why installing it is a required first step.

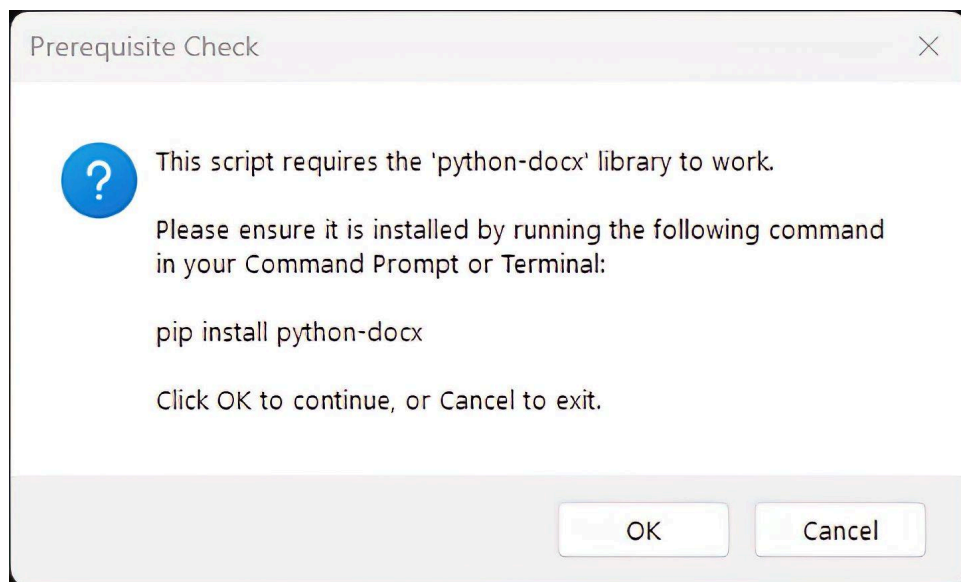
\*For more information on **python-docx**, please see the documentation on **How to Install the python-docx Library**.

## A Step-by-Step Guide to Using the Script

When you run the script, a series of simple pop-up windows will guide you through the process. Here's what each step does.

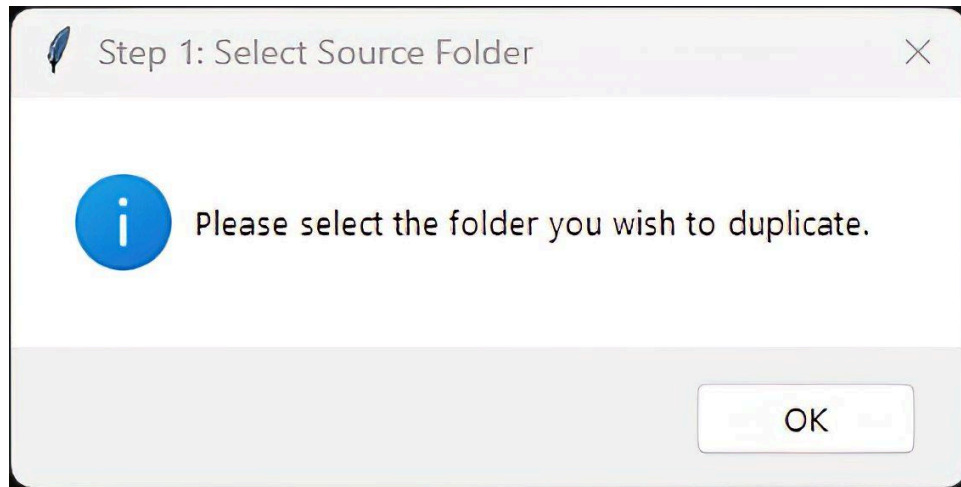
### Prerequisite Check (Before Step 1)

- **What it asks:** Before anything else, a window will pop up to remind you that the **python-docx** library is required and shows you how to install it.
- **What to do:** If you have already installed the library, click **OK**. If not, click **Cancel**, install the library using the instructions, and then run the script again.



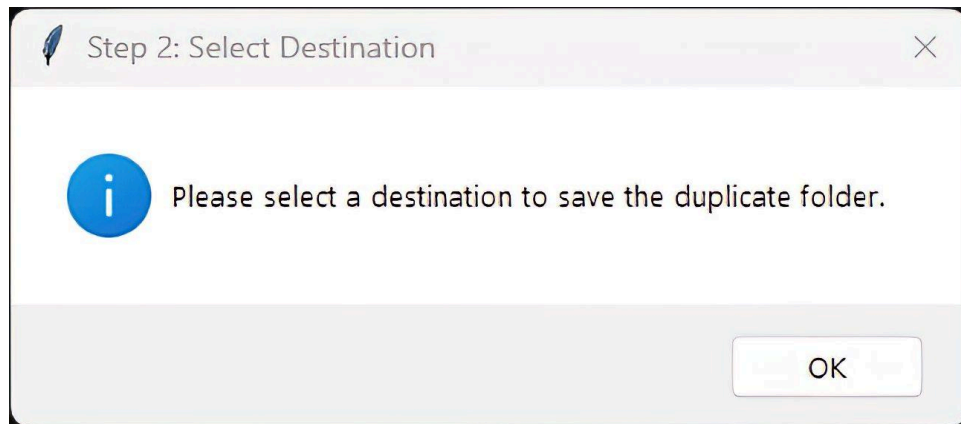
## Step 1: Select Your Source Folder

- **What it asks:** "Please select the folder you wish to duplicate."
- **What to do:** A window will open, allowing you to browse your computer. Navigate to and select the folder that contains all the **.docx** files you want to change.



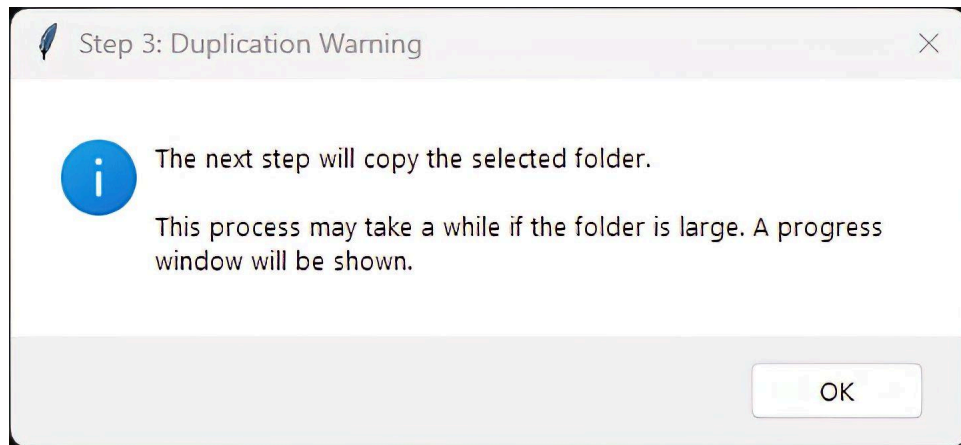
## Step 2: Select a Destination

- **What it asks:** "Please select a destination to save the duplicate folder."
- **What to do:** Choose where you want the new, modified folder to be saved. This can be your Desktop, your Documents folder, or anywhere else you like.



### Step 3a: Duplication Warning

- **What it says:** The script will briefly pause to let you know it's about to start the copying process.
- **What to do:** Click **OK** to proceed.



### Step 3b: The Copying Process

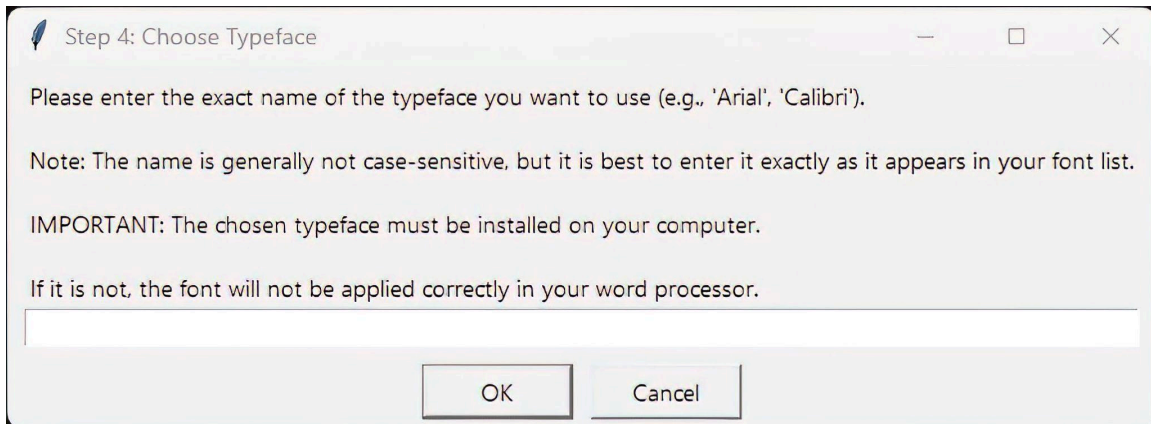
- **What happens:** A progress bar will appear showing the script copying all your files to the new destination. If it's a large folder, this might take a few moments.
- **The new folder's name:** The script will create a new folder with the same name as your original, but with **(Modified Copy)** added to the end. For example, if you copied a folder named **My Reports**, the new one will be called **My Reports (Modified Copy)**.

\*The new folder will contain **copies** of your original .docx files. **Only the copied files are modified by the script.** Your original .docx files are not touched.



## Step 4: Choose Your New Typeface (Font)

- **What it asks:** "Please enter the exact name of the typeface you want to use..."
- **What to do:** A box will pop up asking you to type in the name of the font you want to use (e.g., **Arial**, **Calibri**, **Times New Roman**).
- **Important:** The font must be installed on your computer for this to work correctly.



A screenshot of a Windows-style dialog box titled "Step 4: Choose Typeface". The dialog box has a light gray background and a thin black border. At the top left is a small feather icon. The title bar contains the text "Step 4: Choose Typeface" and standard window controls (minimize, maximize, close). The main content area contains the following text: "Please enter the exact name of the typeface you want to use (e.g., 'Arial', 'Calibri').", "Note: The name is generally not case-sensitive, but it is best to enter it exactly as it appears in your font list.", "IMPORTANT: The chosen typeface must be installed on your computer.", and "If it is not, the font will not be applied correctly in your word processor." Below this text is a single-line text input field. At the bottom of the dialog box are two buttons: "OK" and "Cancel".

Step 4: Choose Typeface

Please enter the exact name of the typeface you want to use (e.g., 'Arial', 'Calibri').

Note: The name is generally not case-sensitive, but it is best to enter it exactly as it appears in your font list.

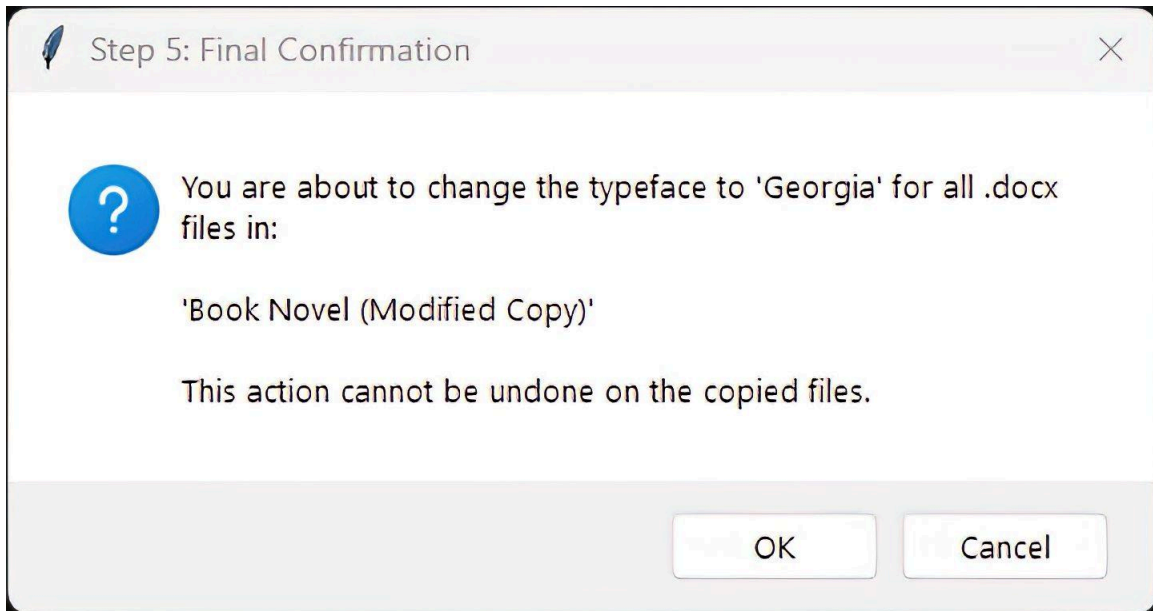
IMPORTANT: The chosen typeface must be installed on your computer.

If it is not, the font will not be applied correctly in your word processor.

OK Cancel

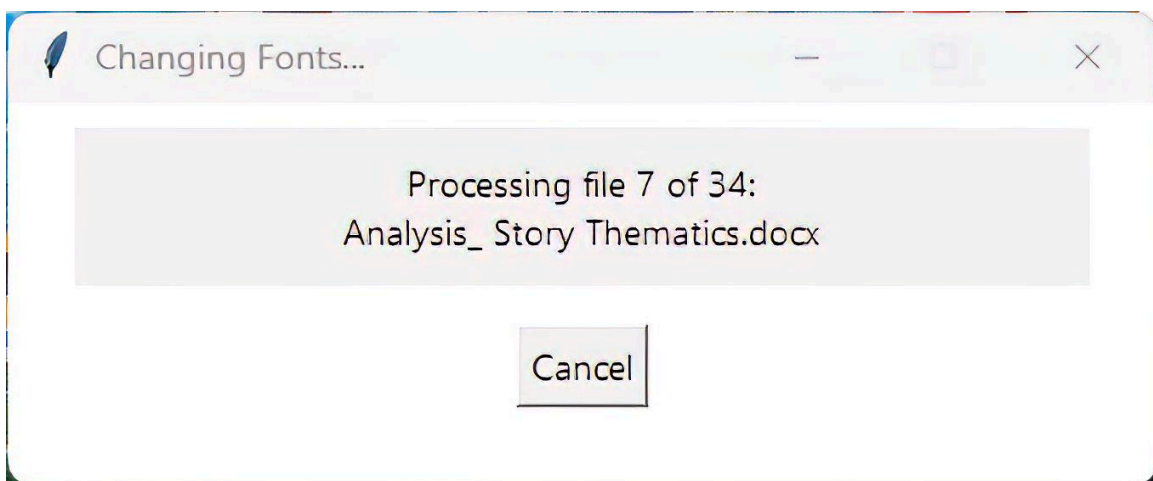
### Step 5a: Final Confirmation

- **What it asks:** The script will show you the font you chose and the folder it's about to modify.
- **What to do:** Click **OK** to start the font-changing process. This is the final step before the script makes the changes to the **copied** files.



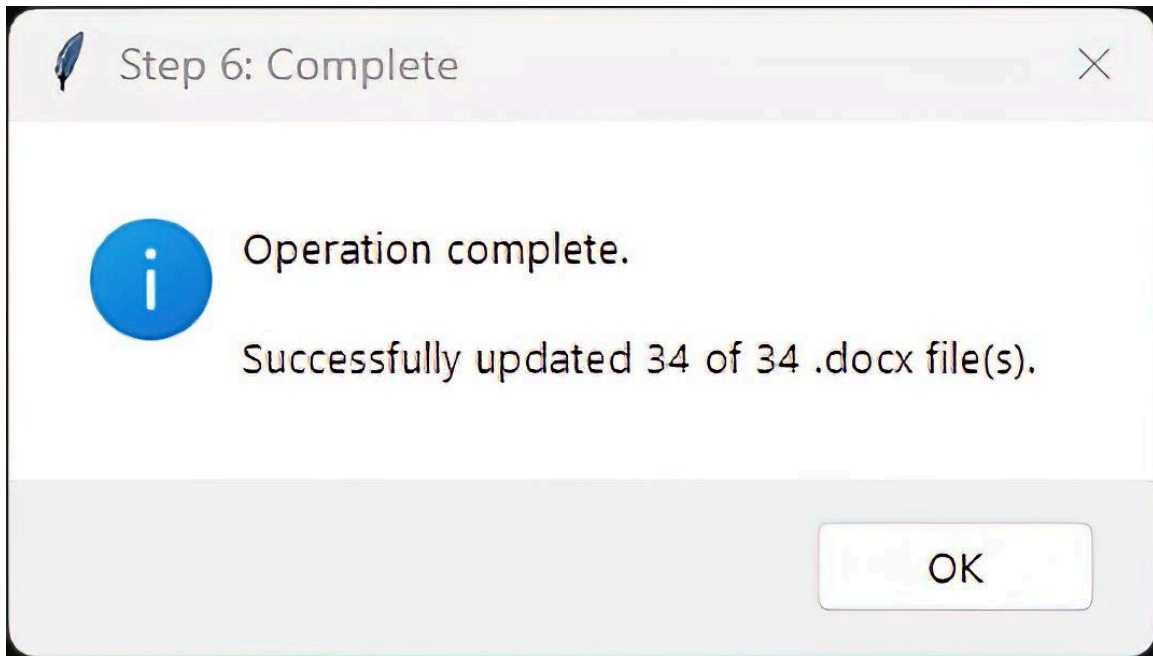
### Step 5b: Changing the Fonts

- **What happens:** Another progress bar will appear, showing the script opening each **.docx** file in the new folder, changing the font, and saving it.



## Step 6: All Done!

- **What happens:** A final message will pop up saying "Operation complete." The script will then automatically open the new folder containing all your modified documents, so you can see the results right away!



That's it! You've successfully changed the font in all your documents without ever risking your original files.