



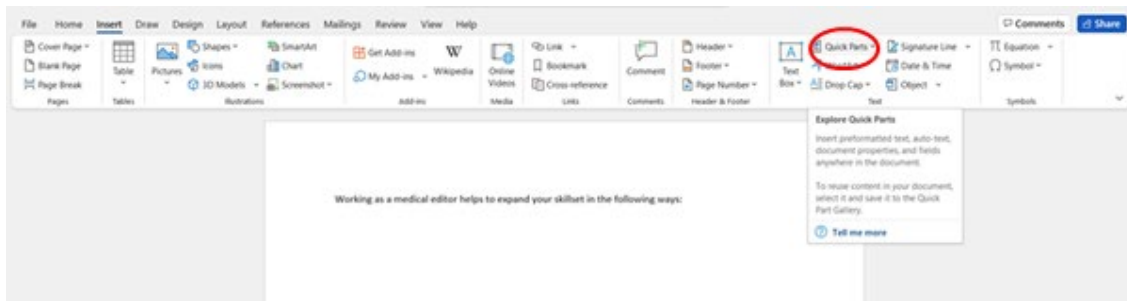
## Quick Parts in Your Word Document

Quick Parts is a Microsoft Word feature in which you can create and reuse pieces of content, including AutoText, document properties, and fields.

### Accessing the Quick Parts Features

Here's how you do it:

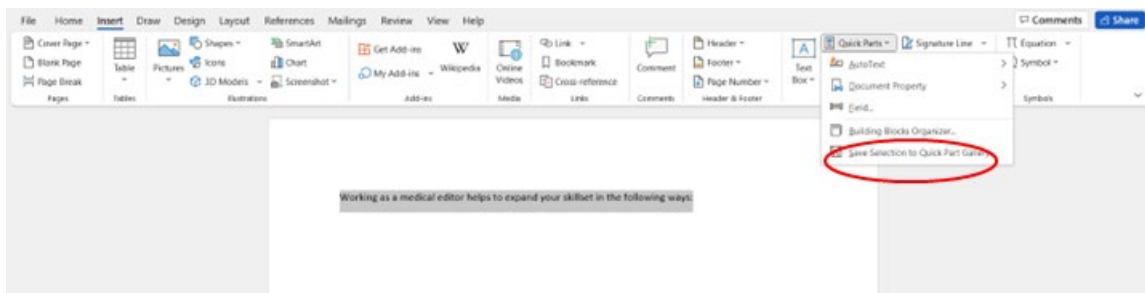
1. Go to the **Insert** tab and then under the **Text** group, click on **Quick Parts**.



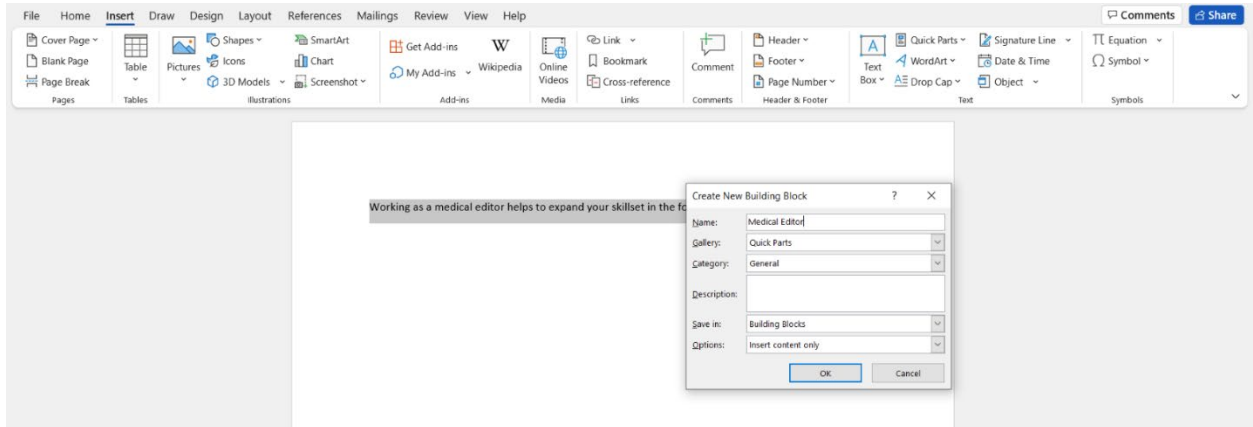
2. From here, you can play around with the different options for creating, customizing, and deleting your Quick Part selections. See the next several sections for how to access each of these features.

### Creating a Quick Part

1. Highlight the portion of your document that you want to save to the gallery.
2. Go to the **Insert** tab and then under the **Text** group, click on **Quick Parts** and select the **Save Selection to Quick Part Gallery** option.

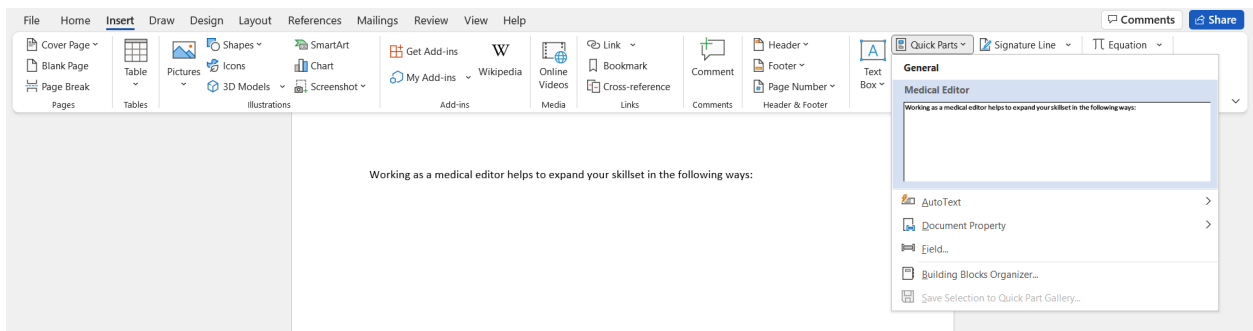


- From here, you can add a name, change the description, and then click **Ok** to save it to the gallery.

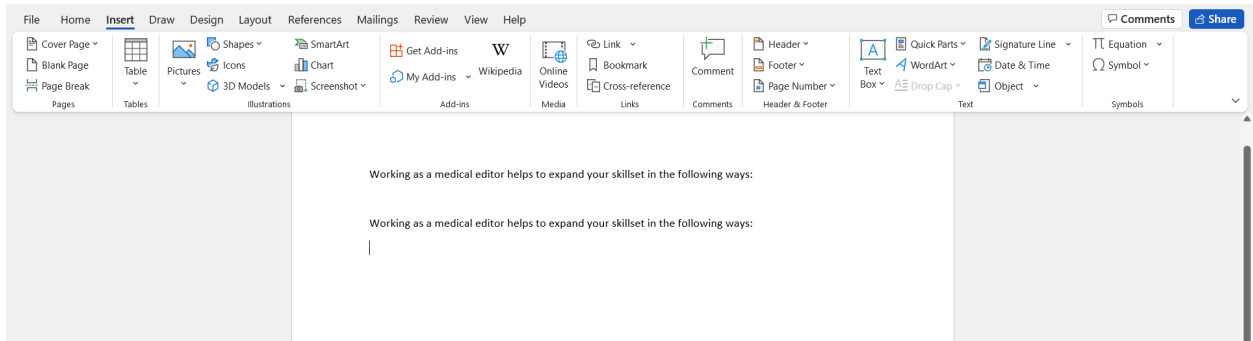


## Adding a Quick Part to a Document

- Place your cursor where you want to add the selection from the **Quick Parts** gallery.
- Go to the **Insert** tab and then under the **Text** group, click on **Quick Parts** and choose the selection that you want to reuse.



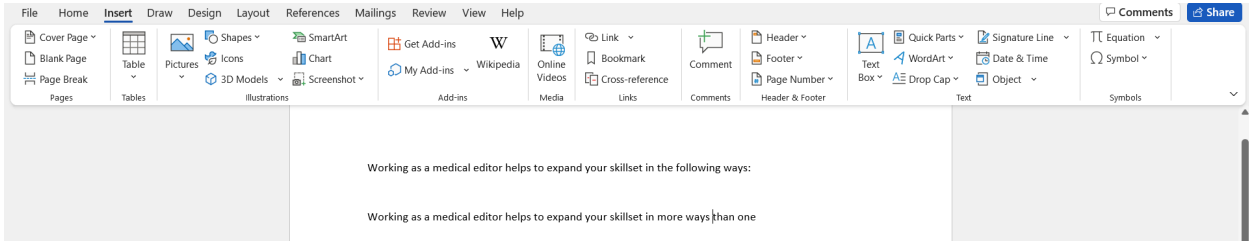
- The selection will then appear where the cursor was placed in the document.



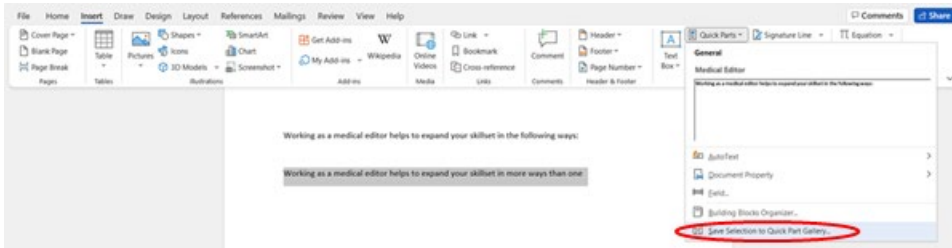
## Changing the Content of a Quick Part

- Go to the **Insert** tab and then under the **Text** group, click on **Quick Parts** and choose the selection that you want to use.

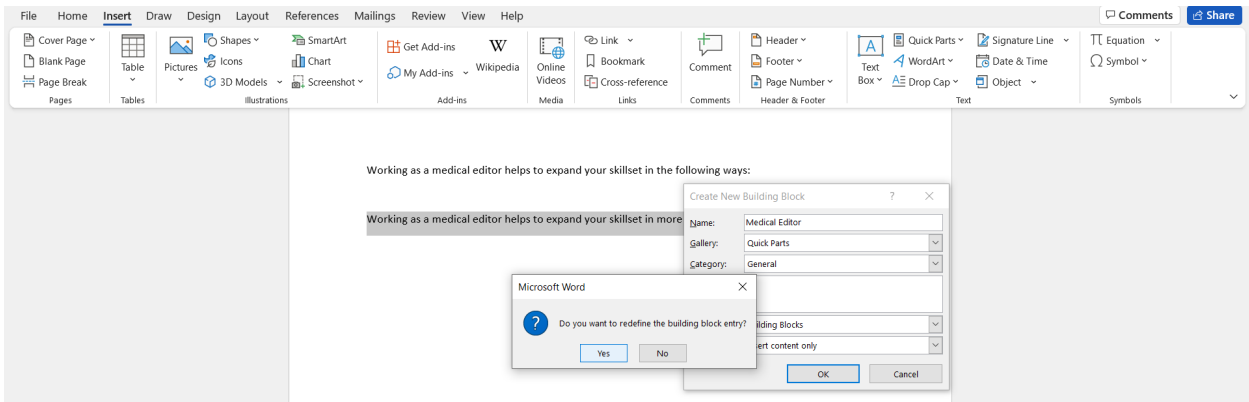
2. Make your changes to the selection that you wish to include in the Quick Part.



3. Highlight the revised text, go to the **Insert** tab and then under the **Text** group, click on **Quick Parts** and select the **Save Selection to Quick Part Gallery** option.



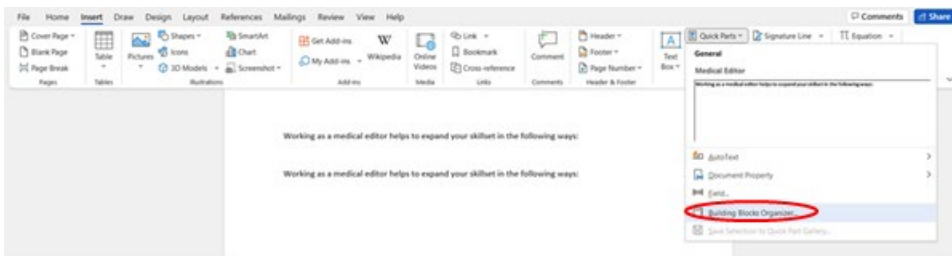
4. A dialog box titled **Create New Building Block** will pop up. In this dialog box, type in the name of the original Quick Part, click **OK**, and then click **Yes** when asked if you want to redefine the building block entry.



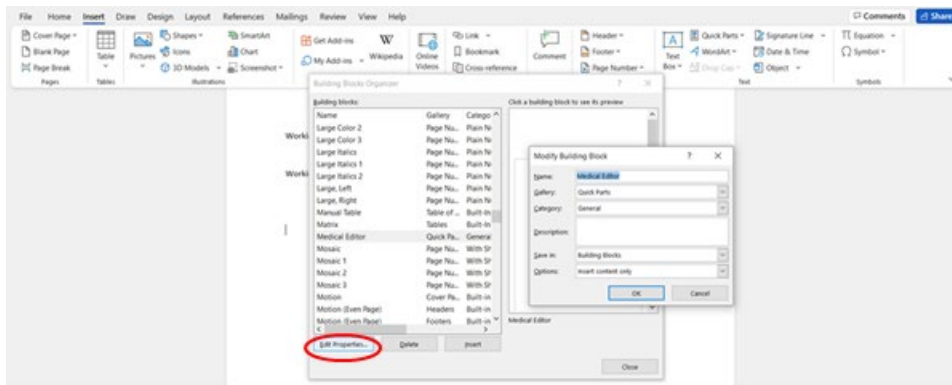
5. The next time you insert the Quick Part with the original name, the new text will appear.

## Renaming a Quick Part

1. Go to the **Insert** tab and then under the **Text** group, click on **Quick Parts** and choose the **Building Blocks Organizer**.

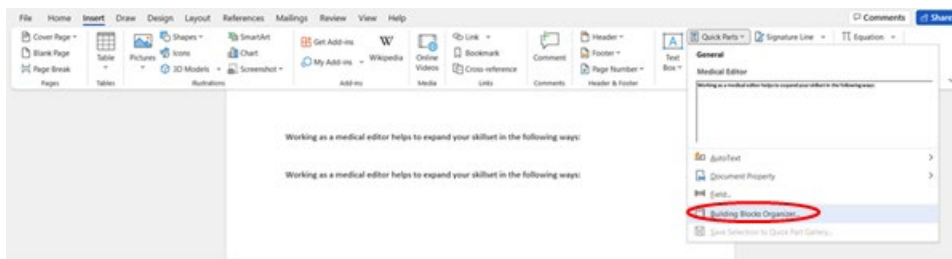


- Click on the name of the building block you want to rename and click **Edit Properties**. From there, a **Modify Building Block** dialog box will pop up, allowing you to edit the name and description of the Quick Part.



## Deleting a Quick Part

- Go to the **Insert** tab and then under the **Text** group, click on **Quick Parts** and choose the **Building Blocks Organizer**.



- Select the entry you wish to get rid of and click **Delete**.

