

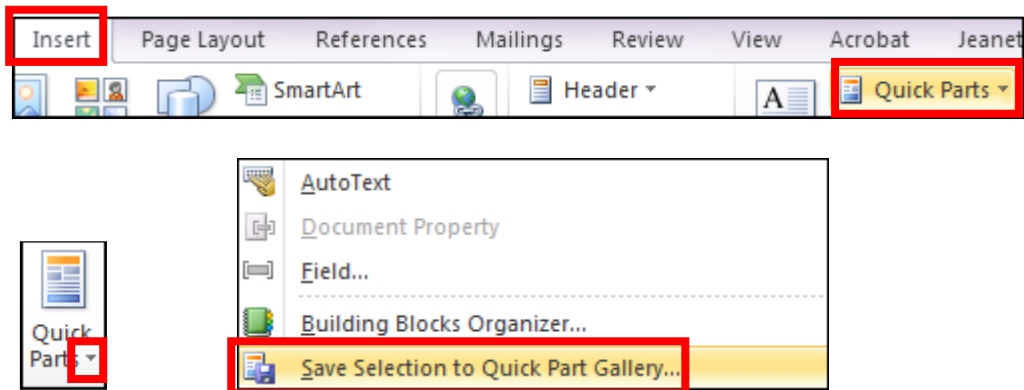
Microsoft Word 2013: Quick Parts

The Microsoft Office Word 2013 Quick Parts is used as a solution to add repeated words, paragraphs, statements, images or logo's into your word document. Many people use Quick Parts for signature blocks, headings, contracts, and even short phrases or company names that they use frequently throughout their documents. Those are just a few of the many possibilities.

The Quick Parts will save time on typing. The Quick Parts is used to store the repeated words or paragraphs in its gallery. After that, whenever you need to type the Quick Part of those words or the entire paragraph will be inserted on your document. The words will be inserted in the same format as you have typed first. So, you need not have to spend any time for formatting the words again. These can be used over & over.

Details to change and delete Quick Parts are included in this tutorial.

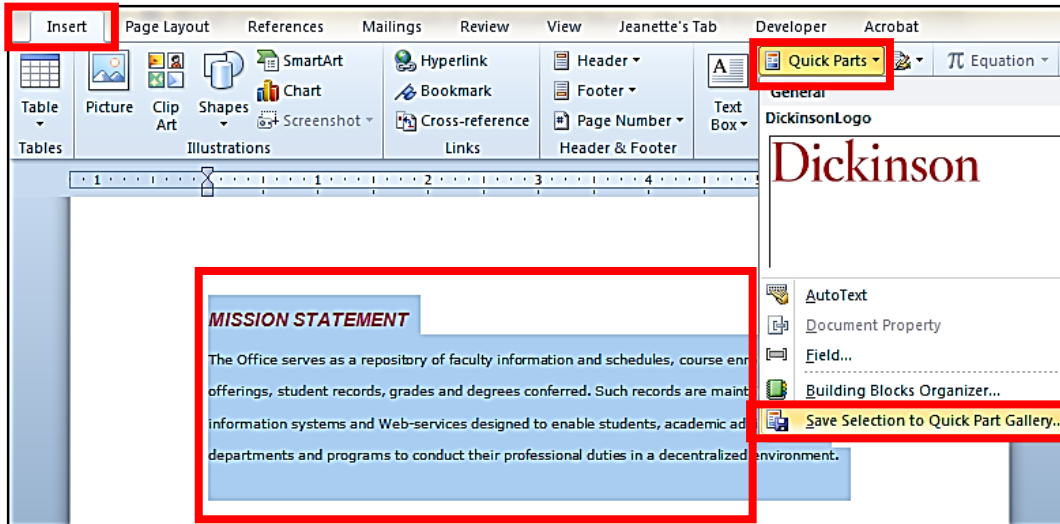
First select the text/images/logos that you want to be saved & used again in your documents.



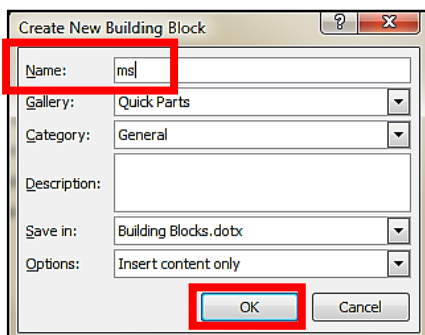
From the **Insert** tab, in the Text grouping, click on the drop down by **Quick Parts** and click on **Save selection to Quick Part Gallery**. Later, whenever you need to add these details you save, go back to the **Insert** tab, **Quick Parts** drop down & click on it to add it to your document or you could just type name you gave the **Quick Part** that it was saved as and click enter when it appears in a small box while typing the first couple letters of the name or press **F3**.

Below is an example of a Mission Statement. Notice I have colored the title red. It will save that too, any formatting will be saved in **Quick Parts**.

Once your words are selected, go to the **Insert** tab, the **Quick Parts** drop down arrow and choose **Save Selection to Quick Part Gallery**.

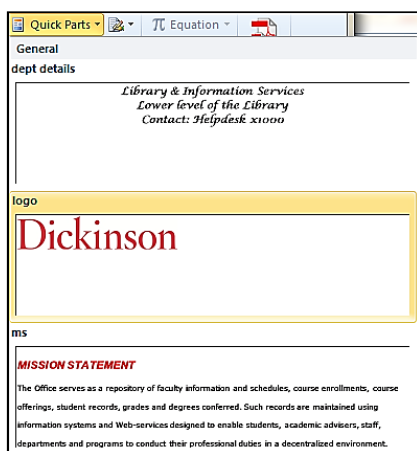


A **Create New Building Block** dialog box appears to give it a name. Make it short as possible, like my example below. Quick Parts will appear alphabetically. Click **OK**.



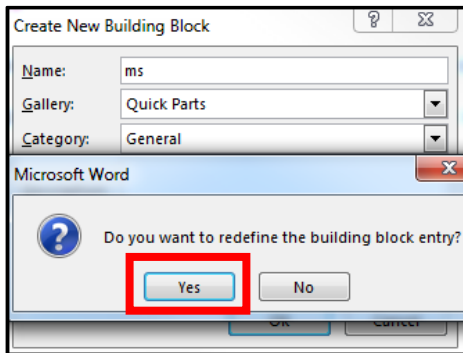
To insert the **Quick Parts**, go under the **Insert** tab, **Quick Parts** drop down & click on it. The other way would be to type the name of the **Quick Part** and hit Enter when it appears. For example I would type **ms** then hit the **F3** key to add the mission statement to my document.

Shown below are several **Quick Parts**. Notice they appear alphabetically.



To Change or Delete a Quick Part

To make a change to a Quick Part, first insert the Quick Part, make any changes. Note the name it was saved as, then select the text, Save the Quick Parts again with the exact same name. You will get the message **Do you want to redefine the building block entry?** Click **yes**, then **OK**. You just replaced the Quick Part with the new one.



To Delete a Quick Part, click on, **Insert, Quick Parts**, click on **Building Blocks Organizer**. The dialog box appears, under the **Gallery** of Quick Parts, select the one you want to delete, then click the **Delete** button, then **Close**.

