Quick Parts – Word's Permanent Clipboard

Overview: Use Word's Quick Parts to store and insert blocks of text and/or graphics that you use often in documents.

Why?: Many Word users quickly learn that it increases productivity to not redo what you already have done. If there is a part of a document (such as a signature with contact information or legal disclaimers) that is used often, most users will open an older document to copy that part to paste into the new document rather than retyping or recreating it. That method requires finding and opening the older document in order to copy that block of text and/or graphics. Quick Parts of the Building Block function of Word allows permanent storage in Word of a block (or part) of text and/or graphics to be reused in any future document. With Quick Parts rather than open an older document to copy the part you want to insert into the new document, type the first three letters of the name you gave that part followed by the F3 key to insert that block into the current document. Using Quick Parts can save a lot of time, effort, and increase productivity.

How to Use Word's Quick Parts

Add Block of Text/Graphics to Quick Parts Gallery

1) Open a document that has the block of text and/or graphics you desire to reuse.

2) Highlight the part you want. Text and graphics can be selected.

3) Click the *Insert* tab of the ribbon.

4) In the *Text* group click the down arrow next to *Quick Parts* and select *Save selection to Quick Parts Gallery*. Note: This option to save to Quick Parts Gallery is only available when text or graphics are highlighted in the document.

5) This will open the *Create New Building Block* window as shown below:
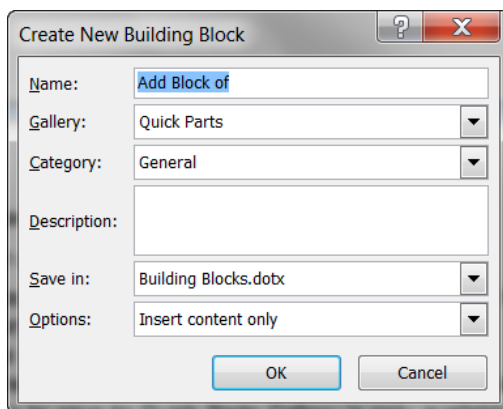
6) Select a name for the block of text/graphics. The key is the first three letters, so try not to use the same first three letters of the name on two different blocks.

7) Make sure all the other settings (*Gallery* thru *Options*) are set as indicated in the example above. These are the normal defaults, but check to be sure.

8) Click *OK* and that block will be saved permanently in Word's Quick Parts Gallery.

Insert a Quick Parts Block

1) Place the cursor at the place in the document that you want the block inserted.

2) Type the first three letters of the name you assigned to that Quick Part block and then press the F3 key.

3) Alternatively for step 2 above (or if you forget the name of the block), click the down arrow next to *Quick Parts* on the *Insert* tab of the ribbon.   Select the block from the list of blocks that are in the gallery.

   9)

10)   Note: The formatting of the Quick Part will remain as it was when it was originally copied. If you desire different formatting, it must be manually changed after inserting the block.

Maintaining the Quick Parts Gallery

 If you need to edit properties or delete a block in the Quick Parts Gallery:

1) Click the down arrow next to *Quick Parts* of the *Insert* tab of the ribbon to display the menu.

2) Right click the Quick Part you wish to edit/delete and select from the context menu *Organize and Delete*.

3) This opens the *Building Block Organizer* with that block highlighted.

4) To delete the block, press the *Delete* button and confirm the deletion.

5) Select *Edit Properties* to open that box where you can rename the block and add description that helps identify the block. The name and description appears when you hover the mouse over a block in the Quick Parts drop down gallery.

Note: You can't edit the contents of a Quick Parts block, but you can delete it and make a new one of the same name.