Quick Parts or Auto Text



Overview

Quick Parts or AutoText allow you to create, save and reuse items within your Word document. This can be text, styles, graphics and document properties.



Location

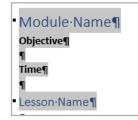
Quick Parts is located in the Text section on the Insert tab.

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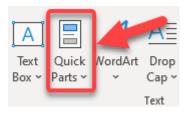


How to Add Items to Quick Parts

1. Highlight the text and/or image you want to save for reuse



2. Select Quick Parts on the Insert tab



3. Click on Save Selection to Quick Part Gallery

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Building Blocks Organizer	
Save Selection to Quick Part Gallery	

Quick Parts or Auto Text

4. Create a name for the selection, then click **OK**

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Options:	Insert content only
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How to Insert from Quick Parts

1. Place your cursor where you want to insert, then click **Quick Parts** on the **Insert** tab



2. Click on the selection you want to insert from the list

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3. The selection you chose, will be inserted at the location of your cursor

