

# Quick Parts or Auto Text



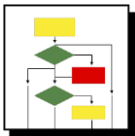
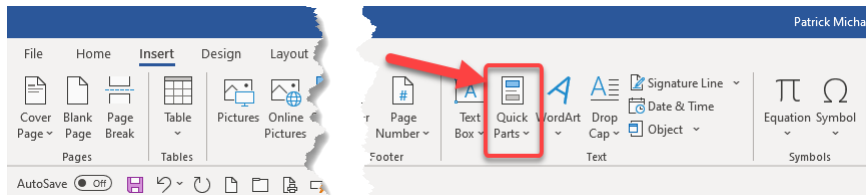
## Overview

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.



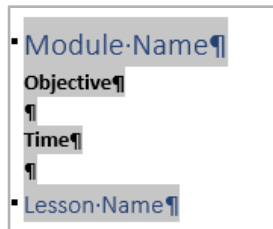
## Location

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

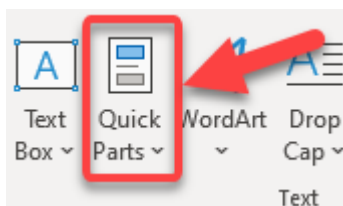


## How to Add Items to Quick Parts

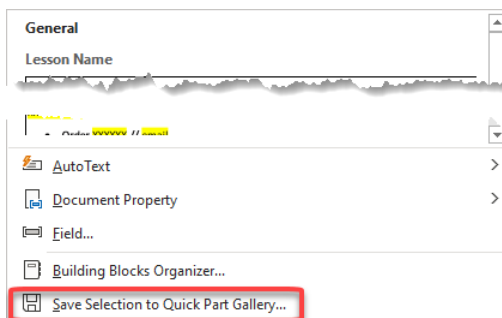
1. Highlight the text and/or image you want to save for reuse



2. Select **Quick Parts** on the **Insert** tab

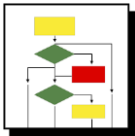
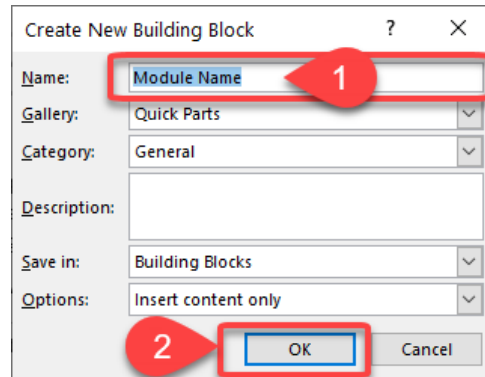


3. Click on Save Selection to Quick Part Gallery



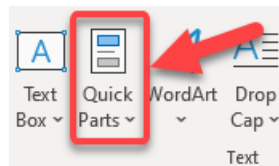
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4. Create a name for the selection, then click OK

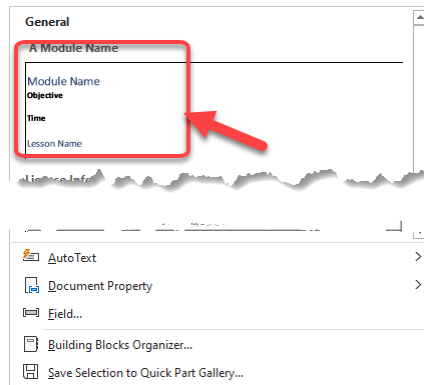


## How to Insert from Quick Parts

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



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

