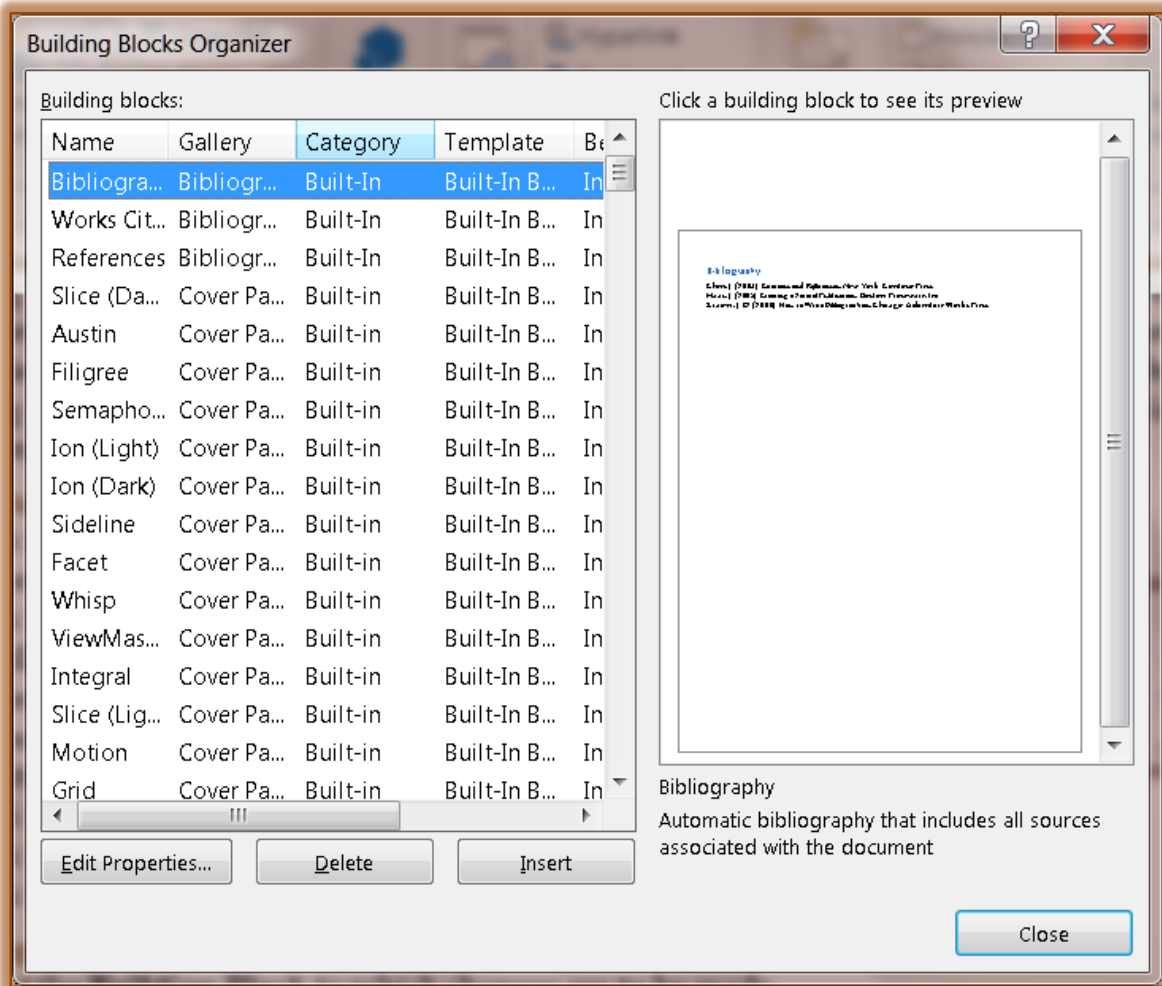
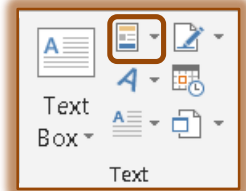


## Building Blocks

Building Blocks are frequently used text that has been saved in a gallery for future use. Once the text is saved, it can be inserted quickly into a document. The text can include fields, document properties such as title and author, or any preformatted blocks of text. There are several built-in Building Blocks in Microsoft Word, which include Cover Pages, Footers, Headers, Page Numbers, Equations, Tables, Text Boxes, and Watermarks.

### Insert Building Blocks

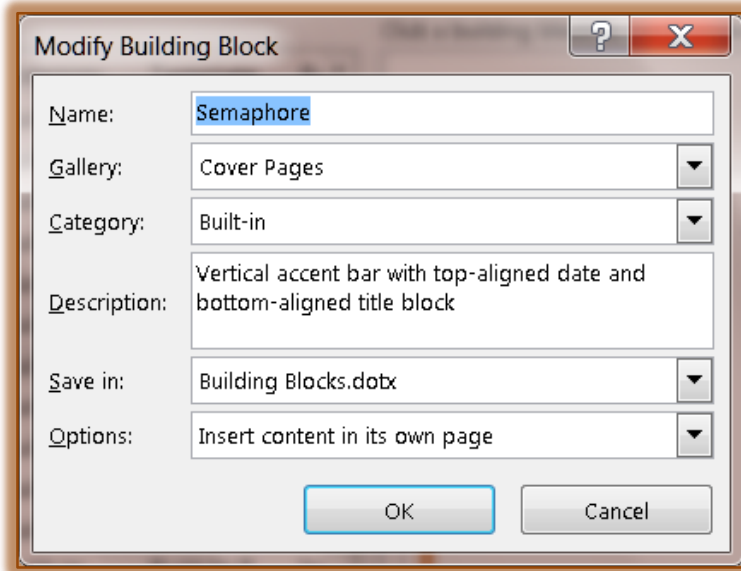
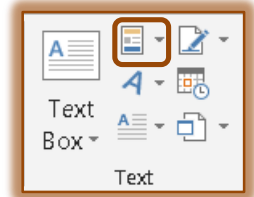
- ✦ Click the **Insert Tab**.
- ✦ In the **Text Group**, click the **Quick Parts** button (see illustration at right).
- ✦ Click **Building Blocks Organizer** in the list.
- ✦ A gallery of different **Building Blocks** will appear (see illustration below).



- ✦ Under **Building Blocks** scroll down to locate the **Building Block** that is to be inserted into the document.
- ✦ The items are listed in order by **Gallery** and then by **Name**.
- ✦ Click the **Building Block** that is to be inserted.
- ✦ Click the **Insert** button.
- ✦ The **Building Block** will insert into the document and the window will close.
- ✦ Click **Close** to exit from the gallery without making a selection.

## Edit Properties

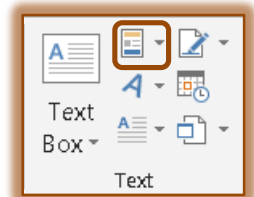
- ✦ Click the **Insert Tab**.
- ✦ In the **Text Group**, click the **Quick Parts** button (see illustration at right).
- ✦ A gallery of different **Building Blocks** will display.
- ✦ Click **Building Blocks Organizer** in the list.
- ✦ Select the **Building Block** to which changes are to be made.
- ✦ Click the **Edit Properties** button to make changes to the attributes for the **Building Block**.
- ✦ The **Modify Building Block** dialog box will display (see illustration below).

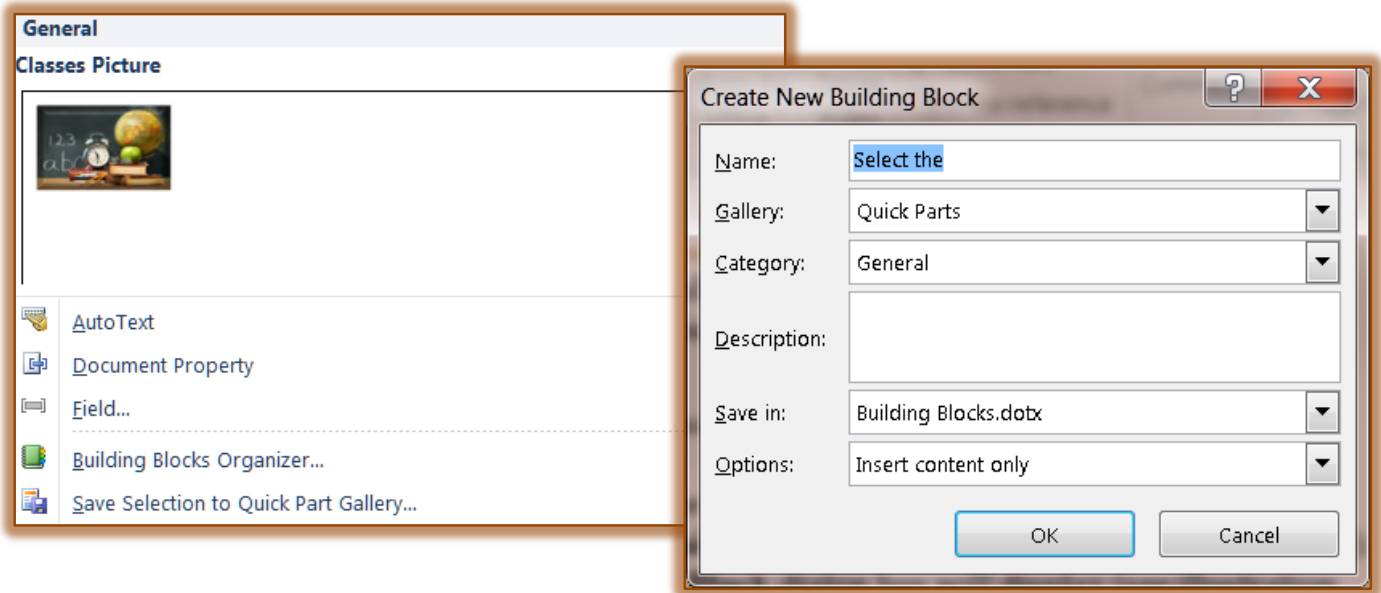


- ✦ To change the name of the **Building Block**, highlight the previous name and input a new name.
- ✦ To change the gallery type, click the **Gallery** button and select one of the options from the list.
- ✦ Select the **Category** from the two options: **General** or **Create New Category**.
- ✦ Input a description for the new **Building Block** into the **Description** box.
- ✦ To choose where to save the **Building Block**, click the **Save In** list arrow. The options are **Normal** or **Building Blocks**.
- ✦ In the **Options** list, choose from **Insert content only**, **Insert content in its own paragraph**, **Insert content in its own page**.
- ✦ Click the **OK** button once all the changes have been made.
- ✦ Click the **Close** button to exit the **Building Blocks Gallery**.

## Insert Saved Text

- ✦ Select the text that is to be saved, such as a heading in a document.
- ✦ Click the **Insert Tab**.
- ✦ In the **Text Group**, click the **Quick Parts** button (see illustration at right).
- ✦ Click **Save Selection to Quick Part Gallery** (see illustration next page left).
- ✦ The **Create New Building Block** dialog box will display (see illustration next page right).
- ✦ In the **Name** box, input a name for the **Building Block**.
- ✦ To select the gallery type, click the **Gallery** button and select one of the options from the list.
- ✦ Select the **Category** from the two options: **General** or **Create New Category**.
- ✦ Input a description for the new **Building Block** into the **Description** box.





- ✦ To choose where to save the **Building Block**, click the **Save In** list arrow. The options are **Normal** or **Building Blocks**.
- ✦ In the **Options** list, choose from **Insert content only**, **Insert content in its own paragraph**, or **Insert content in its own page**.
- ✦ Click the **OK** button once all the changes have been made.