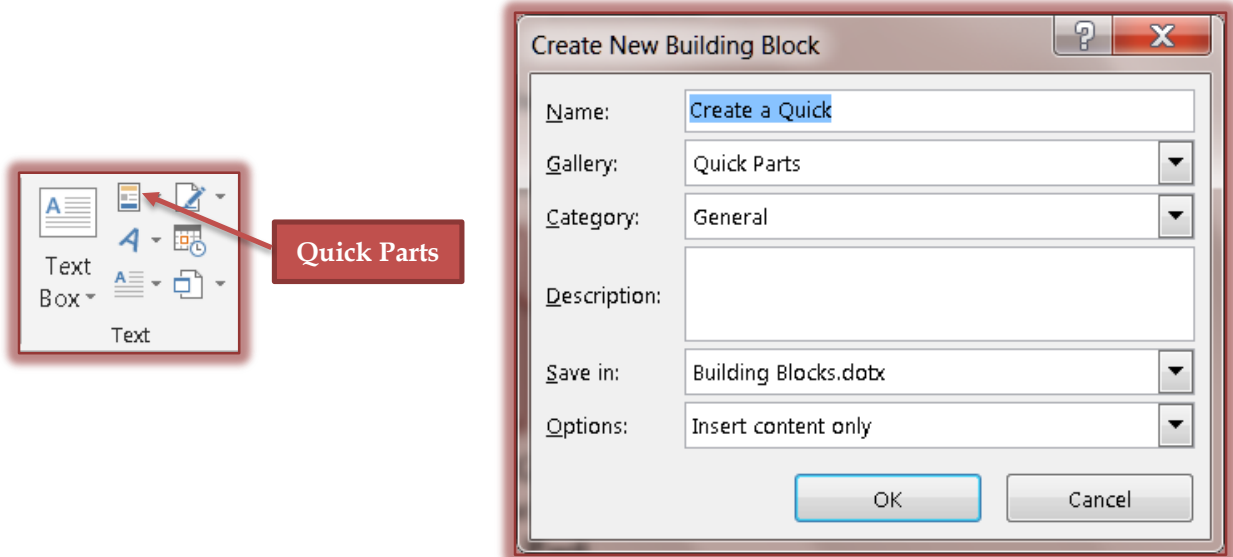


Quick Parts

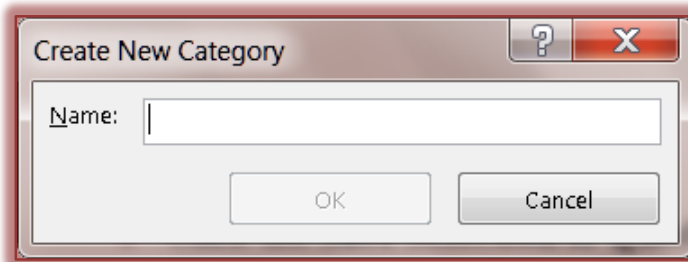
This feature is used to insert reusable pieces of content, including fields, document properties such as title and author, and any other snippets that you create. Using the Building Block Organizer, it is possible to insert preformatted Auto Text, Bibliographies, Cover Pages, Headers, Footers, Page Numbers, Tables, Text Boxes, and Watermarks.

CREATE A QUICK PART ENTRY

- ✦ Select the text for which the **Quick Part** is to be created.
- ✦ Click the **Insert Tab**.
- ✦ In the **Text Group**, click the **Quick Parts** button (see illustration below).



- ✦ Click the **Save Selection to Quick Part Gallery** link.
- ✦ The **Create New Building Block** dialog box will display (see illustration above).
- ✦ In the **Name** box, input a name for the **Quick Part**.
- ✦ Click the **Gallery** list arrow to select which gallery the **Quick Part** is to be added to, such as Header or Footer.
- ✦ Select a **Category** for the **Quick Part**.
- or
- ✦ Create a **New Category**.
 - ★ Click the **Category** list arrow.
 - ★ Click the **Create New Category** link.
 - ★ The **Create New Category** dialog box will display (see illustration below).

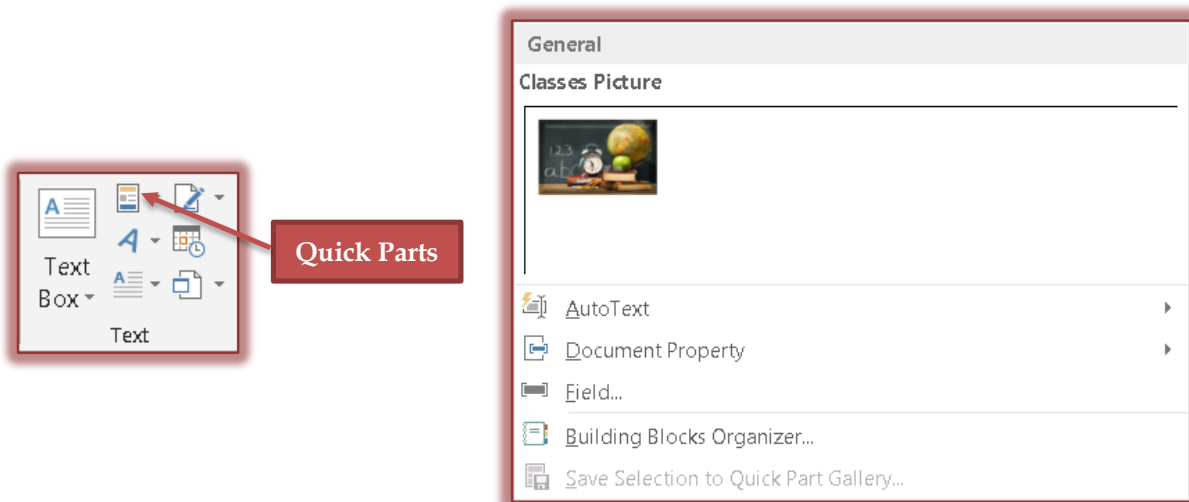


- ★ Input a name for the category.

- ★ Click **OK** to exit the dialog box and create the category.
- ✚ Insert a **Description** for the **Quick Part**.
- ✚ Chose the location where the **Quick Part** is to be saved, such as **Building Blocks**.
- ✚ Click the **Options** list arrow to select from one of the following:
 - ★ Insert content only.
 - ★ Insert content in its own paragraph.
 - ★ Insert content in its own page.
- ✚ When all the options have been selected, click **OK**.

INSERT QUICK PARTS INTO DOCUMENT

- ✚ Click the **Insert Tab**.
- ✚ In the **Text Group**, click the **Quick Parts** button (see illustration below).



- ✚ A list of **Quick Part** options will display (see illustration above).
- ✚ Select from one of the options in the list.
 - ★ **AutoText** - A gallery of different text items, such as company name, will display.
 - ★ **Document Property** - With this option, properties from the current document can be inserted.
 - ★ **Field** - When this option is selected, the Field dialog box will display. A list of different types of Field Names will display.
 - ★ **Building Blocks Organizer** - This will display a list of Quick Parts in categories such as Header, Footer, Cover Page, Page Numbers, and Text Boxes.
- ✚ Click the **Quick Part** that is to be inserted into the document.