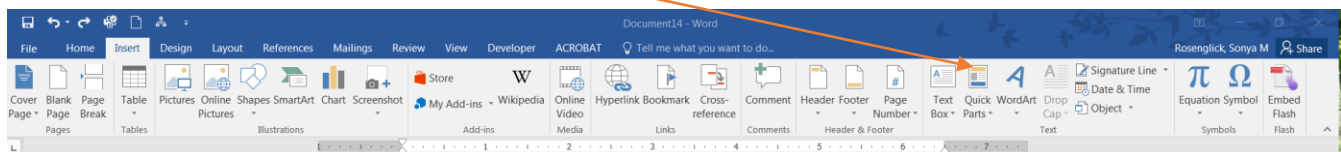


Quick Parts

Tired of keying in the same series of words or phrases every time you create a specific document? Use the Quick Parts Gallery to create, store, and find reusable pieces of content. You can use Quick Parts to copy a table, text, a reusable email message or another item.

Save Selection to Quick Part Gallery

Select a phrase, sentence, or other portion of your document. On the **Insert** tab, in the **Text** group, click **Quick Parts**, and then click **Save Selection to Quick Part Gallery**.



After you save a selection to the Quick Part Gallery, you can reuse the selection by clicking **Quick Parts** and choosing the selection from the gallery.

For example, in ending a letter:

Sincerely yours,

Sonya Rosenglick
Career & Technology Specialist
Lake Technical College

I would select the closing text above, then Insert>Quick Parts>Save to Quick Part Gallery. Name it. Now, every time I want to call up that text, I simply go to the Quick Part Gallery and choose it.