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**.

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| Cover Page * | Blar Pag | nk Page e Break | Table * | Pictures | Online SI Pictures | hapes SmartArt | Chart Screen | hot 🄊 | My Add-ins | Wikipedia | Online Video | Hyperlink I | Bookmark | Cross- reference | Comment | Header Foo | ter Page Number * | Text Box * | Quick Parts * | WordArt * | Drop Cap - | Dobject * | Equation | n Symbol | Embed Flash | |
| | Page | es | Tables | Illustrations | | | | | Add-ins Me | | Media | Links | | | Comments | Header & Footer | | | | | Text | | Sym | nbols | Flash | ^ |
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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.