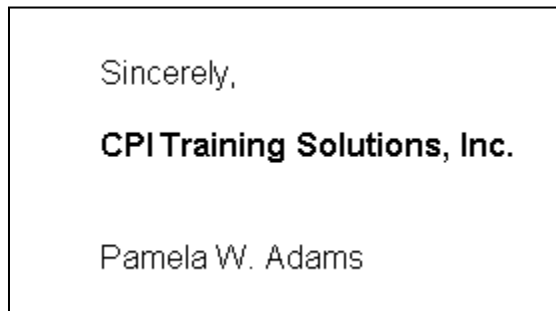


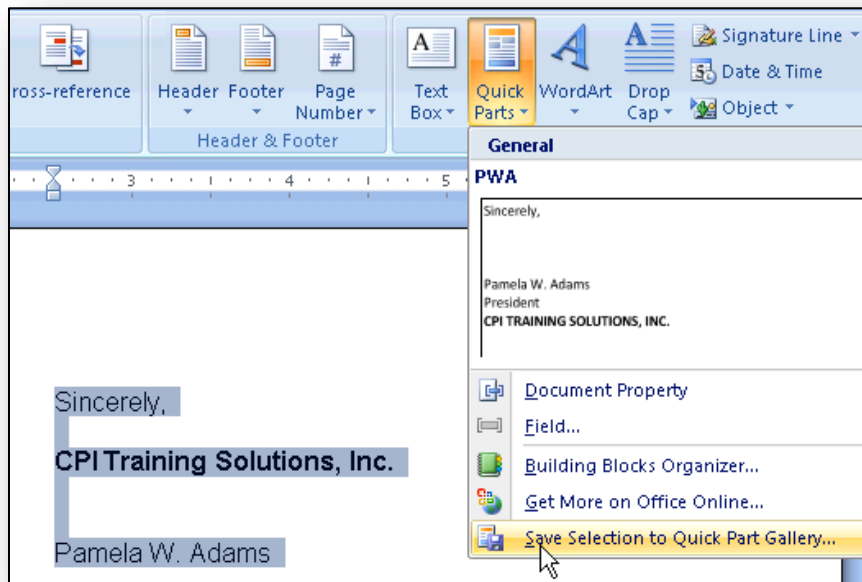
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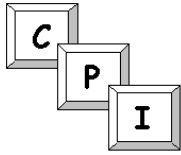
## Microsoft Word 2007 Quick Parts (formerly AutoText)

1. To create a new Quick Part:
  - a. Type the desired text (shown below is the closing for a letter)



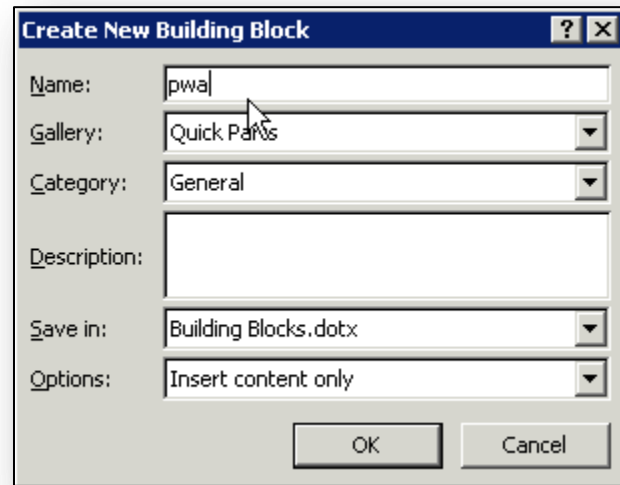
- b. Select the text
2. Click the **QuickParts** button from the Insert Ribbon.
3. Select **Save Selection to the Quick Part Gallery**.





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4. A Create New Building Block dialog box will prompt you for a name for the selection.
5. Type initials or an abbreviation for the name.



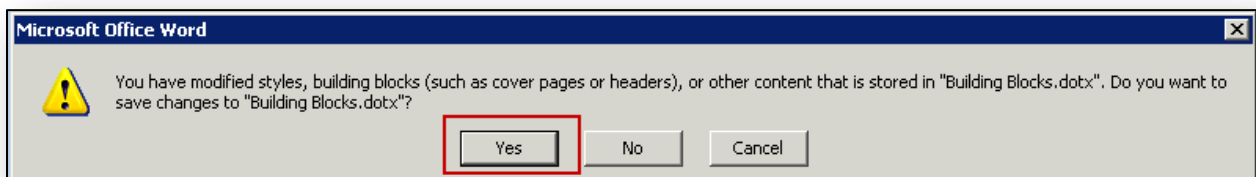
5. Click **[OK]**.

To insert a Quick Part into a document:

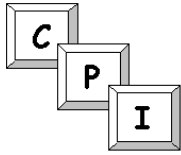
1. Position the insertion point in the document where you want the text to appear.
2. Type the initials.
3. Press the **F3** function key. The Quick Part will be inserted into the document.

To store Quick Parts for future use:

1. Exit Microsoft Word.
2. You will be prompted to save new building blocks to the template.



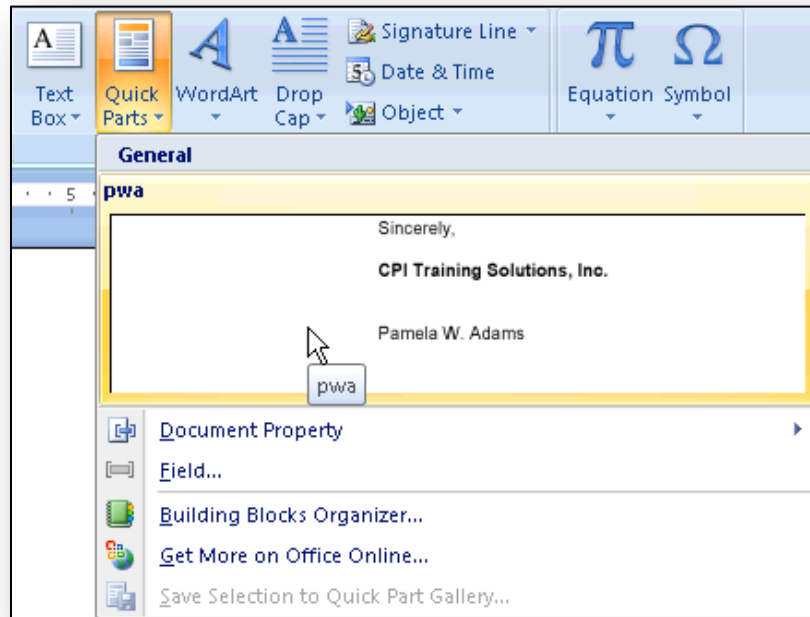
3. Click **[Yes]**. This will ensure that Quick Parts are available every time you launch Microsoft Word.



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To view / insert existing Quick Parts:

1. Click the **QuickParts** button on the Insert Ribbon.
2. Any blocks of text that you have stored will be displayed above the menu options.
3. Move the mouse pointer over the text block to view the abbreviation.



4. Click on the desired text block in the Quick Parts list to insert.