

## Save Time in Microsoft Word with Quick Parts (Auto Text)

Submitted by Grant Bivens on Wednesday, August 26, 2009 and can be found at:

<http://www.interworks.com/blogs/gbivens/2009/08/26/save-time-microsoft-word-2007-quick-parts-auto-text>

We get the individual articles and then put them into one MS Word document and format them according to our client's guidelines. On average we will format around 60 press releases and sometimes as many as 80. One of the client's guidelines is placing contact information below each article. Each article must have a "News Contact," "Email," and "Phone" fields below the article in this format:

News Contact: John Doe Email: john.doe@ example.com Phone: 555-555-5555
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Having to type out the outline for this news contact section for every article is very time consuming so I started keeping another document open with the outline typed out and I would copy and paste it below each article and then add the name, email and phone number.

I set out to find the auto text feature in Office 2007 but could not find it. I later learned that what was auto text had become 'AutoCorrect' in Office 2007. This tool is great for single words or a few words but it offers no advanced features. You can find it under the Office button > Word Options > Proofing. As I was searching on Google I saw several mentions to "Quick Parts" which is under the "Insert" tab on the Word ribbon.

### How to create and save a "Quick Part" entry

1. Copy the example text below

*News Contact:*

*Email:*

*Phone:*

2. Click on the **Insert** tab – **Quick Parts**  
– **Save Selection to Quick Part Gallery**

3. In the Create New Building Block box.

- a. Enter **News** in the **Name** field
- b. Set the **Gallery** field to AutoText
- c. You can leave **Category** set to General
- d. Enter a **Description** that will help you identify what the building block does on
- e. The **Save in** field can be either the "Building Blocks.dotx" template or the Normal.dotm template
- f. Set the **Options** field to **Insert content only** unless you have specific needs which requires something different.
- g. Click **OK** to save the building block.

### To insert your Quick Part:

1. Type in the "**Name**" you gave your building block
2. Press **F3** at the top of your keyboard

